

HOLMES JUNIOR COLLEGE



1985—1986
Bulletin

The information contained herein is official as of November 1, 1984. The College reserves the right at any time to make changes deemed advisable in the regulations, fees, and/or other charges, curricula and course offerings.

Holmes Junior College adheres to the principle of equal educational and employment opportunity without regard to race, sex, color, creed, national origin, or handicap (unless job-related).

Vol. 60

1985

No. 1

BULLETIN

HOLMES JUNIOR COLLEGE

**Seventy-Fourth Session
Begins Monday, August 26, 1985**

**MCMORROUGH LIBRARY
HOLMES JR. COLLEGE
GOODMAN, MISSISSIPPI**

Education is Training For Complete Living

TABLE OF CONTENTS

Board of Trustees	3
Boards of Supervisors	4
Calendar	5
Officers of Administration	7
Professional Staff	8
Faculty	10
Committees of the Faculty	17
Non-Instructional Staff	17
General Information	18
Admission and Requirements	23
Expenses	39
Offerings and Services	43
Student Activities	51
Courses of Study	55
Index	133

ACCREDITATIONS AND MEMBERSHIPS

Mississippi State Department of Education
Southern Association of Colleges and Secondary Schools
Mississippi Junior College Literary and Athletic Association
American Association of Community and Junior Colleges
Mississippi Association of Colleges

BOARD OF TRUSTEES

Carl E. Cooper, President	Grenada
D. P. McGowan, Jr., Vice-President	Yazoo City
Henry B. McClellan, Jr., Secretary (Non-Board Member)	Goodman
N. C. Hathorn	Durant
Egbert J. Hines, Jr.	Tchula
William Dean	Lexington
Jacob McClain	Lexington
Donald Wheelock	Lexington
Paul McCain	Pickens
W. Godfrey Campbell	Carrollton
James M. Alford	Vaiden
John Clark Love, Sr.	Kosciusko
J. C. Foster	Kosciusko
Bennie Watson	Winona
Walter Alford	Stewart
Charles C. Perry	Grenada
Wade D. Henson	Weir
Ty Cobb	Ackerman
John C. Williams, Jr.	Madison
Jim Butler	Ridgeland
J. R. Davis	Eupora
Melvin D. Smith	Eupora
Frank Trammell	Holly Bluff

BOARDS OF SUPERVISORS 1985

ATTALA COUNTY

Emmett McCrory, Jr.
David T. Fancher
Robert Ellard
Jesse J. Fleming
Colon Belk

CARROLL COUNTY

Freddy Mullen
Gordon Beckwith
Don Corley
Frank Lishman
Vernon Welch

CHOCTAW COUNTY

Hayes Mills
William W. Murphy
Paul W. Henson
Freddie J. King
Kenneth A. King

GRENADA COUNTY

Jimmy D. Beck
Homer Dale Trussell
Christopher C. Hankins
Steven T. Ross
Fred Carver

HOLMES COUNTY

Howard T. Bailey
William Green
H. A. McMullen
James R. Johnson
Odell Hampton

MADISON COUNTY

Pat H. Luckett, Jr.
J. S. Harris, Jr.
David H. Richardson
Karl M. Banks
J. L. McCullough

MONTGOMERY COUNTY

Percy Parker
Douglas Mills
Frank Weed, Jr.
Lenis Pearson
Benson Branch

WEBSTER COUNTY

Russell S. Turner
J. A. Knight
James B. Dean
Larry E. Crowley
H. Scott Harrington

YAZOO COUNTY

R. L. Plunkett
Sam R. Berry
Bobby Ray Ragland
A. B. Hogue
Herman Leach

CALENDAR 1985-86**SUMMER 1985
Academic Classes**

June 3-June 21 First Term.
June 24-July 12 Second Term.

FALL 1985

August 22, 23 Faculty meetings.
August 25 (3:00 p.m.) Dormitories open.
August 26 (8:00 a.m.) Orientation and registration.
August 27 (8:00 a.m.) Classes begin.
September 2 Labor Day holiday.
September 10 Last day for registration and adding courses.
October 18 Mid-semester grades due.
October 21 Last day for dropping a course without
receiving a grade.
November 27-29 Thanksgiving holidays.
December 17-20 Final examinations.
December 17 (8:00 a.m.) Graduating sophomore grades due.
December 21 (8:00 a.m.) Final grades due.

SPRING 1986

January 13, 14 (8:00 a.m.) Orientation and registration.
January 15 (8:00 a.m.) Classes begin.
January 27 Last day for registration and adding courses.
March 7 Mid-semester grades due.
March 17 Last day for dropping a course without
receiving a grade.
March 10-14 Spring holidays.
May 12-15 Final examinations.
May 12 (8:00 a.m.) Graduating sophomore grades due.
May 16 (8:00 a.m.) Final grades due.
May 18 (3:00 p.m.) Graduation.

HOLMES JUNIOR COLLEGE

1985

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

OCTOBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MAY						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1986

JANUARY						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MAY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OFFICERS OF ADMINISTRATION

M. R. Thorne	President
Richard Newton	Academic Dean
Henry B. McClellan, Jr.	Assistant to the President, Business Manager
Gene Richardson	Director of Admissions & Records
Thomas L. Davis, Jr.	Director of Continuing Education
Wirt Hayes	Director of Financial Aid
Danny O'da Williams	Dean of Student Services
Bennie E. Kimble	Athletic Director
Robert E. Irby, Jr.	District Director of Vocational-Technical
Charles Shaw	Director, Vocational-Technical, Goodman Campus
John White	Director, Vocational-Technical, Ridgeland Campus
Jack Holmes	Assistant Director, Vocational-Technical Education
Quinby Morgan	Director of Maintenance
Bonita Cross	Director of Associate Degree Nursing
Paul Byars	Industrial Coordinator
Joe A. Adams	Assistant Director, Vocational-Technical, Ridgeland Campus

PROFESSIONAL STAFF

Assistant to Business Manager

Programmer and Data Processing Manager

Librarian

Assistant to Academic Dean
and Veterans' Programs

Assistant Librarian

ADN Librarian

VIDS Coordinator

Vocational Counselor

Records Clerk

Counselor, Ridgeland Campus

Lynn Scribner Director of Student Activities
 B.S., Mississippi State University
 Additional Study Mississippi State University

Robert Spight Counselor, Kosciusko Skill Center
 B.S., Mississippi Valley State University
 M.A., Mississippi State University
 Additional Study Mississippi State University

James G. Williams Director of Publicity
 B.S., Mississippi State University
 M.A.T., Mississippi State University
 Additional Study Mississippi State University



FACULTY

Pat Alford Architectural Design and Construction
 B.S., Northeast Louisiana University
 M.Ed., Mississippi State University

Robert L. Arnett Communication Electronics
 Clarke College, University of Southern Mississippi,
 Mississippi State University, HJC Extension

Stephen Badger Chemistry
 B.S., William Carey College
 Ph.D., University of Southern Mississippi

James Bayne Sheet Metal, Kosciusko Skill Center

Johnny Blackstock Welding, Kosciusko Skill Center
 Mississippi State University

Luther Boggan Mathematics
 B.S., University of Southern Mississippi
 M.S., University of Southern Mississippi
 Additional Study: Delta State University,
 University of Mississippi

Bobbie Brewer Practical Nursing, Grenada
 R.N., Grenada Hospital School of Nursing
 Additional Study: University of Southern Mississippi

Ray Bridges Assistant Football Coach
 B.S., Delta State University
 M.R.Ed., New Orleans Baptist Theological Seminary

Sam P. Brown History and Political Science
 B.A., University of Southern Mississippi
 M.A., University of Southern Mississippi
 Additional study: University of Southern Mississippi
 University of Mississippi

Linda Bunch English
 B.S., Mississippi College
 M.A., Mississippi College
 Additional Study: Mississippi State University
 Delta State University, University of Mississippi

James L. Burrell Welding, Brazing, and Soldering
 A.A., Holmes Junior College
 B.S., Mississippi State University
 Additional Study: University of Southern Mississippi,
 Mississippi State University

James E. Burrell Computer Science, Physics
 B.S., Mississippi State University
 Additional Study: Mississippi State University

Howard Butler History
 B.A., Louisiana State University
 M.A., Louisiana State University
 Ed.S., Mississippi State University
 Ph.D., Mississippi State University

Cheryl Carr Business and Office
 A.A., Holmes Junior College
 B.S.E., Delta State University
 M.Ed., Delta State University
 Additional Study: Delta State University
 Mississippi State University
 University of Southern Mississippi

Terry Carr Data Processing
 A.A., Holmes Junior College
 B.B.A., Delta State University
 Additional Study: IBM (Jackson, Mississippi and
 Houston and Dallas, Texas),
 University of Southern Mississippi

Richard Wayne Carter Voice and Choir
 B.M.E., University of Montevallo
 M.C.M., New Orleans Baptist Theological Seminary
 Additional Study: University of Southern Mississippi

Thomas T. Chisholm French, German, and Organ
 B.A., University of Mississippi
 M.A., University of Texas
 Additional Study: Louisiana State University
 University of Texas, University of Strasbourg,
 La Sorbonne, Goethe Institute—Blaubeuren

Janice Churchill Practical Nursing, Canton
 Diploma R.N.—The Memorial Hospital School of Nursing
 B.S.N., Mississippi College

Christine Covington Accounting
 B.A., Millsaps College
 M.B.E., University of Mississippi
 Ed.S., Mississippi State University
 Additional Study: Mississippi State University

Terry Cox Industrial Education
 B.S., Mississippi State University
 M.Ed., Mississippi State University

- Opal H. Dakin
B.S., Delta State University
M.S., Mississippi State University
Ph.D., Mississippi State University
Biological Science
- Rita Davis
B.S., University of Southern Mississippi
M.Ed., Mississippi State University
Additional Study: Mississippi State University
Business and Office
- Kathy Duncan
A.D.R.N., Mississippi University for Women
Additional Study: University of Mississippi,
Hinds Junior College, Wood Junior College
LPN, Kosciusko
- Edward Ray Ellis
Holmes Junior College
Additional Study: Mississippi State University
Auto Body Repair
- Lou L. Ferguson
B.S., University of Arkansas
M.Ed., Mississippi College
Child Care
- Betty Floyd
A.A., Holmes Junior College
B.S., Mississippi State University
Additional Study: Mississippi State University,
Mississippi College
Child Care
- Johnny M. Fulce
B.S., Mississippi State University
M.A., Mississippi State University
Head Football Coach
- Reba Gill
B.S., University of Southern Mississippi
M.A., University of Southwestern Louisiana
Additional Study: University of Southern Mississippi
Delta State University
English
- Mary Anne Gowan
B.S., Millsaps College
M.T., (A.S.C.P.), M R H School of Medical Technology
Additional Study: Mississippi State University
Data Processing
- Chris Haley
B.S., University of Southern Mississippi
M.Ed., Mississippi State University
Drafting and Design
- Josephine Haley
B.S., University of Southern Mississippi
M.A., University of Southern Mississippi
Additional study: Mississippi State University
University of Mississippi
English

- Sandra O. Hall Practical Nursing, Winona
B.S.M., Mississippi State College for Women
- William Henson Psychology
B.A., Millsaps College
B.D., Emory University
M.Ed., Mississippi State University
Additional Study: Mississippi State University
- Linda Hutchison Cosmetology
Holmes Junior College
Additional Study: Mississippi State University,
University of Mississippi, University of Southern
Mississippi, Alexander City State Junior College,
Auburn University, Mississippi Valley State University
- Ann Irby Piano
B.M., Belhaven College
M.M.Ed., Mississippi State University
Additional Study: University of Arkansas,
Mississippi State University
- Doris Jackson ADN, Grenada
B.S., Dillard University
M.N., University of Mississippi
Additional Study: Mississippi State University
- James Jenkins Machine Tool Operation/Machine Shop
B.S., Mississippi State University
Additional Study: Mississippi State University
- David Jones Remedial Education
Kosciusko Skill Center
B.S., Mississippi State University
M.S., Mississippi State University
Additional Study: Mississippi State University
- Rita Jones Speech, Theatre
B.S., Mississippi State University
M.A., Mississippi University for Women
Additional Study: Mississippi State University
- William Journey Building Construction,
Kosciusko Skill Center
B.S., Jackson State University
- Jo Kimble Mathematics
B.S., University of Southern Mississippi
M.Ed., Delta State University
- Ronald King Residential and Light
Industrial Electricity, KSC

HOLMES JUNIOR COLLEGE

- Margaret Leverette LPN, Grenada
- Dale Lewis Vocational Individualized Development System (VIDS) Center
- B.S., Mississippi State University
- M.Ed., Mississippi State University
- Lillie Lovette Sociology, American Government
- B.A., University of Mississippi
- M.S., University of Mississippi
- Additional Study: University of Mississippi Law School
- Jackson State University
- Linda McEachern ADN Counselor
- A.A., Freed-Hardeman
- B.S., Delta State University
- M.S., Mississippi State University
- Jerry L. McKibben Heating, Air-Conditioning, and Refrigeration Mechanics
- Hinds Junior College, Northeast Junior College,
- Mississippi State University, University of
- Southern Mississippi, Mississippi Valley
- State University, U.S. Air Force
- James Mahoney Radio and Television Broadcasting
- B. A., University of North Carolina
- M.S., Syracuse University
- Additional Study: Mississippi State University
- W. A. Miles Drafting and Design
- B.S., Mississippi State University
- M.Ed., Mississippi State University
- Additional Study: Mississippi State University
- University of Southern Mississippi,
- University of Mississippi
- Dwight Myrick Automotive Mechanics
- B.S., Mississippi State University
- Additional Study: Ford Motor Company Training Center
- and General Motors Company Training Center,
- Memphis, Tennessee
- Bobby Page Agricultural Power Machinery
- Mississippi State University
- International Harvester Training Seminars
- Automotive Training Institute
- Holmes Junior College
- Mississippi Valley State University

- Sue Power English
 B.S., Mississippi University for Women
 M.A., Mississippi State University
 Additional Study: Mississippi State University,
 University of Mississippi
- Susan I. Ray ADN, Grenada
 B.S.N., Mississippi University for Women
 M.S.N., University of Southern Mississippi
- Janice Richardson Business and Office
 B.S., Mississippi State University
 M.Ed., Mississippi College
 Additional Study: University of Southern Mississippi
 Mississippi State University
- Jimmy Rigby Automotive Mechanics
 General Motors Training School
 Mississippi State University
 University of Southern Mississippi
 Automotive Training Institute
- Wesley David Rule Mathematics
 A.A., Holmes Junior College
 B.S., Mississippi State University
 M.Ed., Mississippi State University
 Additional Study: Mississippi State University
- Richard Sechler Vocational Individualized Development
 System (VIDS) Center
 B.S., University of Tennessee-Martin
 M.Ed., Alabama A and M University
 Additional Study: University of Alabama-Huntsville,
 Mississippi State University
- Gary A. Sheppeard Band Director
 A.A., Miss. Delta Junior College
 B.S., University of Mississippi
 M.Ed., Arkansas State University
- Hugh Shurden Assistant Football Coach
 A.A., Holmes Junior College
 B.S., Mississippi State University
 Additional Study: Mississippi State University
- Richard A. Sims Zoology
 B.S., Mississippi State University
 M.S., Mississippi State University

- Sheila Sullivan Women's Basketball Coach
B.S., University of Mississippi
M.Ed., University of Mississippi
- Wayne Taylor Welding, Brazing, and Soldering
Holmes Junior College
Mississippi State University
- Barbara Teague Vocational Individualized Development
System (VIDS) Center
B.S., Miss. Valley State University
M.Ed., Mississippi State University
Additional Study: Mississippi State University,
University of Southern Mississippi
- Charlotte Waltrip ADN, Grenada
B.S.B., Idaho State University
M.S., Texas Woman's University
- Charlotte Webb Clinical Coordinator, Practical Nursing
R.N., Gilfoy School of Nursing of Miss. Baptist Hospital
- E. Louise Wells ADN, Grenada
B.S., University of Southern Mississippi
M.S.N., University of Southern Mississippi
- Julia Williams Reading
B.S., Mississippi University for Women
M.Ed., Mississippi State University
Additional Study: Mississippi University for Women,
Mississippi State University
- Judy Word Practical Nursing, Lexington

COMMITTEES OF THE FACULTY

The faculty is organized into the following standing committees:

Admissions

Curriculum

Student Affairs

Library

Discipline

Athletic

Absence

NON-INSTRUCTIONAL STAFF

The Reverend James Allen	BSU Advisor
Pearl Booth	Assistant Maintenance Engineer
Deena Barbee	Secretary, ADN
John L. Crayton	Campus Security Officer
Patricia Cauthen	Campus Security Officer
Eva Dickerson	Secretary, Admissions & Records Office
Ann England	Secretary, KSC
Robert Farmer	Campus Security Officer
The Reverend Walter Goldsmith	Wesley Foundation Advisor
Wautana Green	Dormitory Hostess, Grenada Hall
Virginia Hathcock	Secretary, Financial Aid Office
James Holeman	Supervisor, Vehicle Maintenance & Repair
Gladys Lewis	Instructor Aide, Campus
Sherry McClellan	Receptionist and Switchboard Operator
Rufus McConnell	Manager, Food Services
Helen McKibben	Manager of Bookstore
Melanie Myrick	Secretary, Business Office
Tommy Sanders	Mechanic in Maintenance Dept.
Gale Sheppard	Secretary, Student Services Office
Annie Ford Stewart	Clerk, Maintenance Dept.
Staff	Dormitory Hostess, Yazoo Hall
Vuna Summerlin	Manager of Recreation Center
W. G. Taylor	Assistant Maintenance Engineer
Aline Thorne	Secretary, Vocational-Technical Education
Ruth Thweatt	Accountant, Campus
Emily Young	Secretary to the President

GENERAL INFORMATION

LOCATION

Holmes Junior College is located at Goodman, Mississippi, in the eastern part of Holmes County. The town and college, located on Highway 51 eight miles south of Durant, is especially convenient to students from Attala, Carroll, Choctaw, Grenada, Holmes, Madison, Montgomery, Webster, and Yazoo Counties.

Goodman, though a small town, is well suited as the location for a junior college. Its people are proud of the school and accord its students a most cordial welcome. Through the churches—Baptist, Methodist, and Presbyterian—a special effort is made to serve the students of the college and to make them feel at home.

HISTORY

Holmes Junior College evolved from Holmes County Agricultural High School which had its beginnings in 1911, when the town of Goodman provided forty acres of land and the Board of Trustees bought forty-two acres of land on the west side of Goodman, Mississippi, and established Holmes County Agricultural High School.

In 1922 the state legislature made it legal for the agricultural high schools to add two years of college work. In 1925-26 school session, the first year of college work was added; and in 1928-29 school session, the second year was added; making the school a full-fledged junior college and eligible to award the Associate of Arts degree.

The support of the college has expanded from the original county of Holmes to include Carroll, Attala, Madison, Choctaw, Montgomery, Grenada, Webster, and Yazoo counties. The state, through legislative appropriations, has assumed an increasing responsibility for the support of junior colleges in Mississippi. Thus, through district and state cooperation Holmes Junior College has built a plant with a replacement value of at least twelve million dollars and has come to take its place among the best junior colleges in the state system.

PURPOSE OF HOLMES JUNIOR COLLEGE

Holmes Junior College accepts as its purpose the development of the cultural, intellectual, spiritual, physical and occupational resources of the people—the youth and the adult of its district—so that they will become useful and efficient members of a democratic society and will increase their own qualities of living. To pursue this purpose, the college proposes to offer professional instruction at an affordable cost to the individual student.

Holmes Junior College accepts the philosophy that a junior college is not merely two years of continuing high school or just the first two years of college but is a separate entity. As a result, the program is two-fold, each phase being as important as the other: (1) to present an academic program at the conclusion of which the students are prepared to continue their education at a senior college; (2) to present courses for students whose needs are best met by vocational and technical programs.

To achieve this purpose, the specific aims of the college are as follows:

1. To make available to students quality education parallel to the first two years of senior college or university work in as many fields as is practical.
2. To offer additional vocational and technical courses in a variety of training areas and to provide as rapidly as possible other courses for which there is sufficient student demand and industrial need.
3. To provide personal, social, academic, and occupational guidance which will assist individual students in discovering their abilities, aptitudes, and interests; in making adequate adjustments to college life; and in obtaining information necessary to furthering their educational or occupational careers.
4. To provide an environment which is conducive to serious study and which will encourage student responsibility, leadership, and logical thinking.
5. To provide leadership in curricular and cocurricular activities which will promote intellectual, cultural, occupational, spiritual, and physical development of the student.
6. To provide courses (credit or non-credit) for personal enrichment or professional improvement.
7. To cooperate with the college community in providing facilities and activities which will be of benefit to the surrounding area.
8. To provide special programs to prepare students for educational and occupational skills supplementary to their academic, technical, or vocational program.

SCHOOL PLANT

The campus of Holmes Junior College, beautifully landscaped with trees and shrubs, is located on the highest peak in the area of about twenty-five square miles. The plant has grown from the three original buildings to fifty-six buildings.

Holmes Junior College owns a total of three hundred and five acres of land. The campus is composed of one hundred ninety-six acres. The primary buildings are as follows: Administration, Coliseum, Science and Mathematics, Fine Arts, Business, Vocational-Technical, Industrial Education, Artcrafts and Campus Security, Library, Guidance, Child Care, Student Center, Learning Resource Center, Cafeteria, Gymnasium, Fieldhouse, Warehouse and Garage, Yazoo Hall, Choctaw Hall, Attala Hall, Grenada Hall, Webster Hall, M. C. McDaniel Building, Motel Hall, President's Home, and twenty-five faculty residences. A lighted football stadium with a track around it, a baseball field, six tennis courts, and a six-acre lake complete the facilities on the campus.

DESCRIPTION OF BUILDINGS

The **Administration Building** was originally constructed in 1961. This building was formerly the McMorrough Library, and in 1977 was renovated for the use of all administrative offices.

The **Frank B. Branch Coliseum**, completed in 1973, is completely air-conditioned. It contains offices and classrooms for the band and physical education departments. It also contains athletic visiting quarters and dressing rooms for both men's and women's basketball. The gymnasium-auditorium has a seating capacity of 2,600.

The **M. C. McDaniel Building** was originally constructed in 1918. An auditorium was added in 1930, which has a seating capacity of five hundred and sixty. The first floor of the building was renovated in 1967 and again in 1977. Located on this floor and the ground floor are offices and classrooms for reading, psychology, economics, history, and government. The third floor was completely renovated and air-conditioned in 1971 and has offices and classrooms for the English department.

The **Science and Mathematics Building**, completed in 1971, is completely air-conditioned. It contains both classroom and laboratory facilities for chemistry, botany, zoology, physics, and mathematics. It has an auditorium with a seating capacity of 96, faculty offices, lounge, workroom, and greenhouse.

The **Montgomery Fine Arts Building**, completed in 1965, is completely air-conditioned and accommodates music, art, speech, drama, and foreign language. There is an auditorium with a seating capacity of 246.

The **Business Building**, erected in 1967, is completely air-conditioned and houses the data processing department and the business and secretarial classrooms, faculty offices and faculty lounge.

The **Vocational-Technical Building**, completed in 1966, houses cosmetology, electronic servicing, automotive mechanics, machine shop, refrigeration and air conditioning, building construction technology, and drafting technology. A new annex was completed in 1975 which includes a library, offices, classrooms, drafting laboratory, and the auto body repair shop. A new addition was completed in 1978 and houses the agricultural mechanics and welding shops.

The **Industrial Education Building**, was constructed in 1946, houses the drawing, metal, welding, and woodworking laboratories.

The **Artcrafts and Campus Security Building** was originally the Agriculture Building constructed in 1931. The building was renovated in 1979 and houses the campus security office, launderette, and arts and crafts laboratory.

The **McMorrough Library**, completed in late 1975, is a one-story brick building with a floor space of 44,000 square feet. The west two-thirds of the building contains the book stacks and bound magazines, a spacious reading and study area, periodical room, typing and listening rooms. The east one-third of the library contains the educational media center, the librarians' offices, a double classroom, the Mississippi Room, a staff lounge, and rest rooms.

The **Guidance and Student Services Building** was converted from a classroom facility in 1977. It houses the guidance department and testing center. The building also contains space for religious activities and offices.

The **Lorance Student Center** was completed in 1967. This building is the center of student activity. Located in this building is a snack bar, campus post office, book store, and faculty lounge. This building was renovated in 1978 and also houses recreational facilities including pool, ping-pong, chess, checkers, and a television lounge.

The **Learning Resource Center** consists of an open learning laboratory with a coordinator's office, a conference room and a classroom. This building houses equipment and materials for individualized study in the skill areas of math, reading and English for all vocational and technical students.

Carroll Cafeteria was completed in 1963. It is completely air-conditioned and has a seating capacity of 380. Small groups can be accommodated in the private dining room which can seat approximately 50 people.

The **Gymnasium** was built in 1951. It is now used for selected physical education classes and intramural sports.

The **A. A. Derrick Field House**, completed in 1975, provides dressing rooms, storage, and laundry facilities for football, baseball, and track. It also contains modern, well-equipped facilities for visiting teams.

Yazoo Hall is a women's dormitory which was constructed in 1968. It is completely air-conditioned and has a capacity of 104 students. A new addition, completed in 1982, accommodates 40 more students.

Attala Hall is a two-story men's dormitory constructed in 1972. The rooms are constructed in groups of four. It contains a faculty apartment and accommodations for 128 students.

Grenada Hall is a women's dormitory which was built in 1920 and renovated in 1971. It is now completely air-conditioned and carpeted. Its capacity is 100 students.

Webster Hall is a men's dormitory erected in 1920 and renovated in 1971. It is now completely air-conditioned and carpeted. Its capacity is 49 students.

Motel Hall, a men's dormitory, was completed in 1962 and renovated in 1971. It is not completely air-conditioned and has a capacity of 68 students.

Choctaw Hall was constructed from an elementary school building in 1967 to a modern air-conditioned dormitory for men. Its capacity is 104 students.

The **Physical Plant**, completed in 1975, consists of two buildings: a vehicle shop containing a service area, a wash area, and car and bus storage; and a maintenance building containing an office, an employee service area, paint rooms, and areas for carpentry, plumbing, electrical and storage. The vehicle shop contains 6,750 square feet of floor space, and the maintenance building contains 13,025 square feet of floor space.

The **Child Care Center**, originally the Greenfield's Restaurant, was purchased by the college in 1977 and renovated with adjacent playgrounds established for a Child Care Technology Program.

ADMISSION AND REQUIREMENTS

ACADEMIC AND TECHNICAL (Entering Freshman)

High School Preparation. (1) A student must have graduated from a high school fully accredited by the Mississippi State Department of Education, Mississippi Private School Association, or the regional accreditation association, or (2) must have taken the GED test and earned the minimum scores required for the Mississippi High School Equivalency Certificate, or (3) must have earned fifteen academic units from a high school that meets the accreditation standard listed above. The fifteen units must include three units of English, two of mathematics, one of science, one-half of civics, one-half of government, one-half of Mississippi History, and one of American History. Physical education and other non-academic units will not be counted toward the fifteen units.

A student who has attended high school during a fall semester and who wishes to enter an academic or technical program at the beginning of the spring semester on the basis of having earned 15 acceptable units must also have a letter of recommendation from his/her high school principal supporting this action.

Test Scores. Applicants for academic and technical programs must take the American College Test. A minimum score of 10 is required. Students with scores of 10-12 may be required to take one or more developmental courses at the discretion of their faculty advisor. (The ACT requirement is waived for applicants who last attended high school five (5) years prior to date of enrollment at Holmes Junior College or who have earned a bachelor's degree from an accredited institution.)

Part-Time Students must meet the same admission requirements as full-time students, but will be allowed 9 weeks from the close of registration to complete requirements.

Probationary Admission. Students admitted under the 5% exception clause (p. 26) who wish to enroll in an academic or technical curriculum with ACT scores of 9 shall be admitted on probation. They are required to earn at least nine semester hours and eighteen quality points their first semester of full time attendance. Failure to meet these minimum requirements shall result in the student being referred to the Academic Probation Committee. The Committee is authorized to take whatever disposition, including suspension or dismissal, they consider to be in the best interest of the student and the college.

Academic and technical students with ACT scores of 9 are required to enroll in Academic Foundations Courses their first semester. This curriculum consists of:

Developmental English I	3 hrs.
Math course based on placement test and student's major	3 hrs.
Reading course based on placement test	2 hrs.
Orientation	1 hr.
One course in student's major selected with advisor's approval	3 or 4 hrs.
Electives (band, choir, p.e., varsity sports)	1 or 2 hrs.
Total	12 to 15 hrs.

Foreign Students. The following items must be on file in the Admissions or Registrar's Office at least 30 days prior to the beginning of the semester of intended enrollment:

1. Application for Admission
2. Complete and official scholastic records
3. Scores on entrance tests
4. TOEFL scores
5. Affidavit of support
6. Room reservation fee

Applicants whose native language is not English are required to submit a score of at least 500 on the Test of English as a foreign language (TOEFL) or must have previous credit in English Composition I and II. Information regarding this test may be obtained by writing to: TOEFL, Educational Testing Service, Princeton, New Jersey, 08540.

Admissions Policy Pertaining to Immunization for Measles and Rubella.

1. All students (including transfers) entering Holmes Junior College for the first time and enrolling for credit must document proof of immunization for measles and rubella.
 - a. Proof of immunization may be documented in the following manner:
 - (1) Documentation (month and year) of immunization which was received after the first birthday.
 - (2) Positive measles and rubella serology titer with date.
 - (3) Physician-documented history of having had measles with date of the disease. History of rubella is not acceptable.
 - b. Temporary exceptions - one semester.
 - (1) Pregnant women.
 - (2) Women suspecting pregnancy.
 - (3) Women anticipating pregnancy within three months.

- c. Permanent exceptions.
 - (1) Medical disease which will cause a permanent contraindication to immunization.
 - (2) All persons born prior to 1957.
- 2. Before being allowed to register, all students born in 1957 or later must present either of the following:
 - a. A Certificate of Compliance (furnished by the State Department of Health and available at physicians' offices and local health departments).
 - b. A Certificate of Exemption (furnished by the State Department of Health and available at physicians' offices and local health departments). If the Certificate of Exemption is **temporary**, a new Certificate of Exemption or a Certificate of Compliance must be presented to register for the next term.

VOCATIONAL **(For all except Practical Nursing)**

High School Preparation. (1) A student must have attained the equivalent of a tenth grade education (8 units) at a fully accredited high school, or (2) must have taken the GED test and earned the minimum scores required for tenth grade equivalency as set by the State Department of Education.

Age. Applicants who are not high school graduates must be at least 18.

Deposits. Applicants must deposit \$30.00 to reserve a place in a vocational class. This deposit is non-refundable but will apply toward student fees. It is valid only thru the first day of registration.

Tests. Applicants will be required to take the Career Planning Profile (CPP) and make satisfactory scores on the Test of Adult Basic Education (TABE) prior to enrolling. Other aptitude and placement tests may be required at the discretion of the department. A minimum score on the TABE is required for admission. The individual program minimums are as follows:

Level 8

Communications Electronics
Machine Tool Operation/
Machine Shop

Level 7

Cosmetology
Heating, Air-Conditioning, and
Refrigeration Mechanics

Level 6

Agricultural Power Machinery, Automotive Mechanics, Auto Body Repair, Welding, Brazing, and Soldering.

Special Requirements for Cosmetology Students. An interview with the instructor must be completed prior to admission.

Exceptions may be made for a limited number of students with demonstrated academic potential, but who do not meet the admission standards. The number of students admitted under the exception clause will not exceed 5% of the total number of entering freshmen the preceding year. Students may enter under the exception clause only by special action and permission of the Admissions Committee. The exception clause also applies to part-time students, both on and off campus. The exception limit will be calculated separately for full-time and part-time students.

PRACTICAL NURSING

Admission requirements to be met before a student enters training are:

1. The applicant shall be at least 18 years of age.
2. The applicant shall give evidence that he or she has completed the 12th grade in school or made an equivalent score on the GED Test.
3. The applicant shall make satisfactory scores on tests given by the Mississippi Employment Service and Holmes Junior College.
4. All applicants selected for the practical nursing program must take the ACT. (The ACT requirement is waived for applicants who last attended high school five (5) or more years ago or who have earned a bachelor's degree from an accredited institution.)
5. The applicant shall be physically and emotionally fit as established by a completed physical examination and recommendation of the examining physician.
6. The applicant shall meet the Admissions Committee, which after reviewing all records and interviewing the applicant, will make recommendations as to whether or not it thinks the applicant shows promise of becoming a good practical nurse. Records shall be kept of the interview.

The Practical Nursing program at Holmes Junior College is affiliated with five area hospitals.

ASSOCIATE DEGREE NURSING

The director and faculty of the Holmes Junior College Associate Degree Nursing Program have the final responsibility for selecting those students to be admitted or re-admitted to the Associate Degree Nursing Program. The number of qualified students admitted is based on the number of nursing faculty on staff. Standards for accreditation of schools of nursing in the state of Mississippi require that total enrollment be limited to a maximum of fifteen students per

each full time or equivalent qualified nursing faculty member and that the student-faculty ratio in the laboratory shall be no more than ten to one.

Nursing students must meet the same general admission requirements as those required for all applicants to Holmes Junior College. Candidates will be considered for admission to the nursing program conditional to meeting the following requirements:

1. Formal acceptance to Holmes Junior College.
2. In accordance with the Board of Trustees of State Institutions of Higher Learning associate degree admission criteria, all students must have an ACT score of 15 or higher. Each school is permitted a ten percent allowance for high risk students whose ACT scores are less than 15.
3. In accordance with the Board of Trustees of State Institutions of Higher Learning associate degree admission criteria, transfer students (students admitted in programs other than nursing) with less than a score of 15 on the ACT must complete successfully a minimum of twelve semester hours or equivalent before being admitted into the nursing curriculum. The student must have made at least a grade of **C** on the freshman courses of anatomy and physiology, both of which are included in the above twelve semester hours.
4. In accordance with the Board of Trustees of State Institutions of Higher Learning associate degree admission criteria, licensed practical nurses with less than a 15 on the ACT and who wish to enter the associate degree nursing program must have made at least 500 on the licensure examination for the practical nurse.
5. Score of 11.9 or higher on the Nelson-Denny reading test. Score of 20 or higher on Basic Arithmetic Skills test.
6. Must attend an orientation session upon admission to the Associate Degree Nursing Program.

Admission to the nursing program is competitive. Those applicants showing the **greatest** potential for success in the program as indicated by the above criteria will be chosen for admission.

New classes will be admitted annually for the fall. The Associate Degree Nursing Program will accept men and women students, single or married, without regard to race, religion, creed or ethnic origin.

Notification of acceptance in the nursing program must come from the Director of Nursing, not the Admissions Office.

Applicants must be in generally good health. Upon admission, satisfactory reports from family physician will be required as well as current recommended immunizations.

Letters of acceptance to the nursing program will be sent to those applicants selected for each class. It is required that applicants confirm their intention to attend nursing classes for the year designated. Failure to notify the Associate Degree Nursing Department Director within ten working days indicates that the applicant does not wish to accept the place reserved in the nursing sequence.

In addition to regular college fees, associate degree students will incur expenses for such items as uniforms, textbooks, supplies, insurance, nursing organization and state board application fees, etc.

TRANSFER STUDENTS

A transfer student is defined as one who has hours attempted on his permanent record at another institution. In addition to meeting the same admission requirements as an entering freshman, a transfer student must have an official transcript sent from each institution previously attended.

Transfer students who are on academic probation or suspension at their last institution may be admitted to Holmes on probation. Students who are on disciplinary probation or suspension must petition the Admissions Committee for a special hearing.

A student who has successfully completed one semester (passed 12 semester hours and earned 24 quality points) at a regionally accredited institution shall be admitted in regular standing without regard to his ACT score.

Place of Residence. Holmes Junior College is supported by a nine-county district in central Mississippi. A limited number of out-of-state students may be admitted by special action of the Admissions Committee.

Students seeking admission to Holmes Junior College through special action of the Admissions Committee must first have an interview with a counselor and/or the Director of Admissions. A second interview may be required in some cases; if so, this would be held with the full Admissions Committee.

Non-Accredited High School. Students who attended a high school not fully accredited by the Mississippi State Department of Education, the Mississippi Private School Association, or a regional accreditation association may petition the Admissions Committee for special consideration. Factors that may be considered are high school grades, test scores, and intended major at Holmes.

SUMMER SCHOOL FOR HIGH SCHOOL JUNIORS

1. The student must have an overall B average on all work completed — this must consist of at least 12 academic units, i.e., physical education, band, choir, and other non-academic subjects can not be included.
2. The student must have a minimum ACT composite score of 20.
3. The student must have a written recommendation from either his/her high school principal or guidance counselor.
4. All courses taught during the summer session are open to Juniors, except those courses which the student would normally take during the senior year.
5. Full credit will be granted but will be reserved until the student either graduates from high school or is admitted to college as a full-time student.

ORIENTATION AND REGISTRATION

First-time students must attend the scheduled orientation sessions. These will provide information about Holmes Junior College, its rules and regulations, types of organizations, clubs, etc. Also, college life in general will be previewed.

The following steps must be completed by each student before he/she will be accepted for enrollment at Holmes Junior College.

1. Complete and turn in an application form.
2. High school transcripts and transcripts from any previous colleges must be in the Registrar's office at Holmes Junior College.
3. An American College Test score must be on file at Holmes Junior College for academic or technical students.
4. TABE and CPP test results must be on file for vocational students.

The following steps must be completed to be enrolled.

1. Fill out registration cards.
2. Have I.D. picture taken.
3. Have picture made for the school annual.
4. Have schedule of classes approved.
5. Pay entrance fees in the Business Office.

If any of the steps are incomplete, the registration of the student is incomplete and may result in his not being accepted as a student at Holmes Junior College.

PROBATION AND SUSPENSION

Academic and technical students admitted under the 5% exception clause with ACT scores of nine will be admitted to Holmes Junior College on probation. Academic and technical students will be scheduled into the Academic Foundations Courses, under which they will be required to pass at least nine hours and earn at least 18 quality points. In addition to this, these students must repeat any developmental courses they do not pass. Students failing to meet minimum standards of progress at the end of their first semester will not be eligible to return to Holmes as full-time students in any academic or technical area until (1) their deficiencies have been corrected or until (2) they have remained out of school for at least one semester.

Students failing to meet minimum standards who elect to enter a vocational area second semester may do so, but will be admitted on probation. These students must earn at least a "D" average for their first semester of vocational work in order to be eligible to return to Holmes Junior College in that or any other vocational field.

All academic and technical students at Holmes Junior College must meet minimum standards of progress to remain in good academic standing. This means that a student must pass at least nine semester hours work and earn at least 18 quality points each semester. Students who do not meet these standards enter their second semester at Holmes on academic probation. Students who fail to meet minimum standards for two consecutive semesters will not be eligible to return to Holmes Junior College as full-time academic or technical students until (1) their deficiencies have been corrected or (2) they have remained out of school for at least one semester.

Vocational students receiving a grade of "F" for two consecutive semesters will not be eligible to return to Holmes Junior College in any vocational field until they can in some way pull their grades up to an acceptable level or until they have remained out of school for at least one semester.

Any student failing 12 or more hours in one semester will be suspended and ineligible to enroll in any academic or technical courses the following semester. Students on academic probation will not be allowed to miss classes on "school business" trips.

CREDIT BY EXAMINATION

Credit will be allowed for any subject exam offered by Holmes through the CLEP provided a scaled score of at least 50 is reached. The general examination scaled score must be at least 500. Credit for the general examinations will be limited to six hours English Composition, three hours of history, three hours of biological

science, three hours of physical science survey, three hours fine art, three hours of literature, and three hours of algebra.

Credit for Educational Experience other than the Standard College Classroom Experience. The total of all credits for this purpose shall be limited to thirty semester hours. This includes credit allowed for Veteran experiences in the Armed Services, all college level examination programs, television experiences through testing, extension credit and correspondence credit.

ABSENCES

Academic and Technical Absences. Registration for a section of a course makes the student responsible for attending that class until the course is completed or until the Academic Dean authorizes withdrawal from that section. The college reserves the right to sever its relationship with any student who is excessively absent. Absences are considered to be excessive when they exceed the number of times the course meets in two weeks.

For the regular class that meets three periods per week, the student will be placed on academic probation in that class when he/she incurs the fourth absence. The student will be notified in writing of his/her status and asked to come in for an interview. If a student incurs seven absences in a class, his/her record will be reviewed by the absence sub-committee. Unless there are extenuating circumstances such as extended illness combined with no unexcused absences, the student will be administratively withdrawn from the class. For classes that meet more than or fewer than three times per week, the probation and withdrawal figures will be adjusted to the same proportion.

The student may appeal to the full absence committee if he/she is not satisfied with the ruling of the sub-committee. The student must request in writing that a meeting be called to hear his/her appeal.

The student is responsible for all class work missed during absences, including school business absences. Additional make-up work for unexcused absences may be assigned at the discretion of the teacher. Should a student miss a scheduled test (one that has been scheduled at least two class meetings prior to giving the test), the teacher may elect to give the student an "F" on the test, or assign additional make-up work if the absence is unexcused.

A record of absences is to be kept in the teacher's grade book and turned in to the Registrar's office on grade sheets at the end of nine weeks and at the end of the semester. The semester grade sheet will include the absences incurred during the first nine weeks. This report will consist of the number of absences, not the actual dates. These are for record purposes and will not show on the student's transcript.

Academic and Technical Excused Absenses. Sickness off campus should be substantiated with: (1) a doctor's statement when attended by a doctor or dentist. (2) A statement from parents for absence of one or two-day duration when the absence is due to illness of a student or to a death in the family.

In cases of an absence due to personal business, any documentation such as receipts, court summons, military orders, etc., should be retained by the student. All excuses for absences should be presented to the instructors.

The Academic Dean's office issues school business excuses for students who represent the school at approved activities; such as, athletic events, club meetings, and field trips. School business excuses do not count toward the "cut-out" number in a class.

Academic and Technical Tardies. Students should realize that tardiness causes a delay and disruption of a class. Anytime a student establishes a pattern of being consistently tardy in a class, the teacher will send the student to the Dean. The Dean will then place the student on probation in this class. If the student continues in this pattern of tardiness, he/she may be removed from the class with a failure in the subject recorded on his permanent record.

When a student is tardy to a class, he/she must remain after class and inform the teacher he/she was tardy, not absent. Failure to do this may result in his/her being reported absent. This will be impossible to correct at a later date.

Vocational Absences. No absences are excused, all time missed must be made up. Instructors shall report all absences daily to the counselor's office, where a master file will be retained on each student. A letter will be published daily and placed on the department bulletin board, showing absentees by course for the previous day.

Each time a student is absent for any reason, the instructor will inquire as to the reason for the absence. The student will be required to fill out an absence form (furnished by instructor), showing date of absence and reason indicated for absence and having the student's signature. The instructor will return this form to the counselor's office where it will be placed in the student's file.

On the third occasion of absence the student is placed on a probationary status. Notification of probation will be made in writing with copies to the student, parents or guardians, coaches (for athletes) and others deemed necessary. Any absence while on probation will result in a meeting of the Absentee Committee where a decision will be made as to termination from school or continued probation.

The Absentee Committee will be composed of a moderator (director or one of assistant directors), all instructors, and a student representative from each class. After hearing reasons for absence and other statements concerning absences, the committee will vote by secret ballot.

Vocational Tardies. Anyone reporting to class after 8:00 in the morning or 1:00 in the afternoon will be considered tardy. Three tardies will constitute an absence and make up work will be required. Anyone reporting to class more than thirty minutes late will be counted as absent for that day.

CHANGES IN CLASS SCHEDULE

Changes in a student's class schedule, including those initiated for a department's convenience, must first be approved by the Academic Dean.

CLASS STANDING

A student's classification is determined by the amount of work completed, as follows:

Freshman	0-23 semester hours
Sophomore	24 and above semester hours

EXAMINATIONS

Regularly Scheduled Examinations. The regular examinations scheduled at the end of each semester are given beginning at 8:20 and ending by 12:20 in the mornings and beginning at 1:20 and ending by 3:20 in the afternoons. The complete schedule of examinations is announced during the semester.

Examination Permit. An examination permit must be obtained from the Business Office prior to reporting for any final examination.

Eligibility. No student is eligible to take an examination unless he/she is free from all arrearages in fees, such as laboratory or library fees, or fines.

Standards of Honesty. Although there is no general organized honor system governing the conduct of students during examinations and tests, the work of the college is conducted on a basis of common honesty. Deviations from this standard are to be reported by the supervising instructor to the Dean.

Presence during Examination. If a student is present at all during the examination, he shall be regarded as having attempted the examination, and will be so reported by the examiner.

Absence during Examination. Absence from the room during the course of the examination, without the consent of the examiner, shall invalidate the examination.

CREDIT AND GRADES

The Semester Hour. A semester hour is defined as the unit of credit value of work involved in attendance upon lectures or recitations for one class hour a week for one semester, or upon laboratory work varying from two to four hours a week for one semester.

Grade Symbols. A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's attendance in a course. Factors upon which the final grade may be based are attendance, recitation, written and oral quizzes, reports, papers, final examination, and other class activities. The evaluation will be expressed according to the following letter system:

Passing Grades

A Excellent

B Good

C Satisfactory

D Lowest passing grade

Other Grades and Marks

F Failure

I Incomplete

W Withdrew

WP Withdrew Passing

WF Withdrew Failing

Grade Points. The value of each grade in grade points is as follows: A, 4; B, 3; C, 2; D, 1; F, 0.

C Average. A "C" average is defined as having earned an average of two (2) quality points per semester hour attempted.

F Grade. The grade of "F" is recorded (1) if the student has failed on the combined evaluation of his work through the semester and his final examination; (2) if the student has dropped the course without permission; or (3) if the student attends the examination without submitting a paper or fails to appear for the examination and presents no acceptable reason for his absence.

I Grade. An incomplete grade may be assigned a student if, upon completion of a grading period, some unavoidable circumstance has kept him from meeting some requirements of the course. An incomplete grade is not allowed on the basis of course deficiencies not caused by an unavoidable circumstance. If an incomplete is not removed within the two weeks following the grading period, the grade automatically becomes an "F". This applies to both mid-semester and semester grades.

W Grade. The mark "W" is recorded if the student officially withdraws after the first two weeks but before mid-semester. No mark is recorded for a withdrawal made before the end of the second semester.

WP and WF. A mark of "WP" or "WF" is recorded if the student officially withdraws after mid-semester but before the scheduled time for the final examination.

TRANSFER CREDITS

Only credits transferred from an institute which is fully accredited by The Southern Association of Colleges and Schools (or other regional accreditation association) will be accepted by Holmes Junior College. This credit will be reproduced on the permanent records of Holmes Junior College.

All transfer work will be evaluated for its applicability toward the requirements of a particular curriculum or major. This may vary from curriculum to curriculum and is determined by the Academic Dean of the College.

A student who has attended a non-accredited institution may validate up to twenty-four (24) semester hours of credit through the college level examination program.

In the case of students receiving VA benefits, enrollment certificates submitted to the Veterans Administration will reflect proper credit for previous education and training.

To meet the graduation requirements for an associate degree, transfer students must have an overall "C" average on all hours attempted as well as a "C" average on work attempted at Holmes Junior College. Students who do not meet this requirement may become eligible for a Certificate of Graduation.

INSTITUTIONAL CREDIT

Holmes Junior College offers a small number of academic courses which are of a "remedial" or "self-enrichment" nature. These courses earn "institutional" credit. Institutional credit will apply toward a Certificate of Graduation only and is not designed to transfer. **Credit in developmental English will NOT satisfy the English requirement for any degrees or certificates.** Courses for which institutional credit is awarded will have a "0" in the course number.

COURSE REPEATS

If two or more final grades are recorded for the same course, all grades received in that course (not including W and WP) will be used in the computation of the grade point average. The hours earned in a course which has been passed and then repeated will be struck through and the course will be noted as repeated on the student's permanent record. It is the student's responsibility to request that a repeat card be filled out when he/she registers if he/she is repeating a course.

GRADE REPORTS

A report of the student's work is made at midterm and at the end of the semester. Students who desire a copy of these grades should make a request to the Registrar. After one copy has been sent, a charge of fifty cents will be made for additional copies.

STUDENT LOAD

The normal load for a student is sixteen semester hours. The minimum load for a full-time student is twelve semester hours. A student is allowed to take more than sixteen hours per semester when his/her normal schedule would call for this or when he/she has maintained an average of **B** or better. **No** student may take more than twenty-one hours in any one semester.

GRADE RECOGNITION AND HONORS

Students with a sufficient quality point average are recognized at the end of each nine weeks and at the end of the semester.

To be eligible for such recognition a student must be taking at least twelve semester hours (excluding developmental and other non-college credit courses) and have no grade less than a "C."

This recognition is divided into three parts as follows:

President's List. Those students who have a quality point average of 3.7 to 4.0.

Dean's List. Those students who have a quality point average of 3.4 to 3.699.

B-Average Students. Those students who have a quality point average of 3.0 to 3.399.

Honors at graduation are as follows: Those who have earned a 3.7 and above quality point average for all four semesters will be graduated with "Special Honors;" those who have earned a quality point average of 3.4 to 3.7 for all four semesters will be graduated with "Honors". Only graduates who are receiving an AA or AAS degree are eligible for honors or special honors.

WITHDRAWAL FROM SCHOOL

A student who finds it necessary to withdraw from school for any reason must secure a withdrawal form from a Counselor's office and have the form signed by the designated school officials. If a student is unable to withdraw in person, he should notify the Academic Dean's office and request a withdrawal form be initiated and completed. Failure to officially withdraw may result in F's in all classes.

GRADUATION REQUIREMENTS

Holmes Junior College awards the following degrees and certificates: Associate of Arts degree (AA), Associate of Applied Science degree (AAS), Certificate of Graduation, one-year technical certificates, and one-year or two-year vocational certificates. Each candidate for graduation (except vocational graduates) must have completed English Composition I and II, or English Composition I and be currently enrolled in English Composition II.

DEGREES AND CERTIFICATES

A candidate for the Associate of Arts degree must complete a minimum of sixty-four semester hours in an academic (college-parallel) program. The hours earned must be applicable to a bachelor's degree. The candidate must earn at least 128 quality points. English Composition I and II are required of all graduates. Additional requirements for music majors are stated on pages 74-76.

A candidate who completes the prescribed set of courses for the two-year technical programs shall be eligible for the Associate of Applied Science degree. The requirements also include earning a minimum of sixty-four semester hours, 128 quality points, and credit in English Composition I and II.

A candidate for the Certificate of Graduation must complete sixty-four semester hours. English Composition I and II are required of all graduates.

A candidate who completes the prescribed set of courses for the one-year technical programs shall be eligible for a special departmental certificate. The requirements also include earning a minimum of 32 semester hours, 64 quality points, and credit in English Composition I and II. The student must have a "C" average on the prescribed courses to include English Composition.

Residency. Twelve semester hours of residence credit is required for graduation.

A candidate who completes the required number of clock hours for the one-year and two-year vocational programs with a passing grade shall be eligible for a special certificate.

All candidates for graduation must file their applications for a diploma with the Registrar. December graduates must file during the first week of October; and any students graduating in May or during the summer session must file during the first week of February. Graduation fees (\$15.00 for May, \$7.50 for December) must be paid at these times.

A candidate shall not be eligible to receive a one-year technical certificate and an AAS degree at the same graduation.

Former students may transfer work back to Holmes Junior College to complete degree requirements subject to the following requirements and limitations:

1. The maximum amount of work that may be transferred back shall be 11 semester hours.
2. The student must complete the degree requirements and request the degree within one year after his last date of attendance at Holmes Junior College.
3. The student who completes the degree requirements in summer school must take the courses with Holmes Junior College if they are available.
4. The student's last semester of full-time attendance prior to completing the degree requirements must have been at Holmes Junior College.

TRANSCRIPTS

One transcript will be furnished each student free of charge. For each additional transcript, there will be a charge of two dollars.

STUDENT RECORDS

The Registrar prepares and maintains a permanent scholastic record for each student. These records are treated with due regard to the personal nature of the information they contain. The records are the property of the college; however, the Registrar will honor a student's written request that his official academic record not be released or information contained in his record not be disclosed. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools attended, campus organizations which require minimum scholastic averages for memberships and organizations awarding financial assistance (grants, scholarships, and loans); name, date, and place of birth, address, dates of attendance, major field of study, class rank, and quality point average. Transcripts are released only at the written request of the student.

EXPENSES

Entrance Fee

All full time students pay an entrance fee of \$250.00 per semester. This fee must be paid at the beginning of the semester at the time the student registers. Payment of fees is a part of the registration procedure and failure to complete this step will void registration procedure for the individual.

Students are not required to pay special fees for laboratory courses. The entrance fee pays for the school paper, the I.D. card, and a post office box for each student.

An I.D. card is issued to each full time student as a step in his registration procedure. This card serves the student in many ways and should be in his possession at all times. The I.D. card:

1. Admits the student to all regularly scheduled athletic events held on the Holmes campus.
2. Admits the student to the student union building.
3. Admits the student to the library.
4. Serves as identification at the Campus Bookstore, the Security Office, the Business Office, and Student Elections.

All students whose parents reside outside the state of Mississippi will pay a tuition fee of \$400.00 per semester in addition to the costs for district students. This fee is payable at the beginning of each semester and is non-refundable after the student has met classes.

There is a foreign student service fee of \$100.00. This is a one-time charge payable at the beginning of the first period of enrollment. (Effective August 1, 1982)

PART TIME STUDENTS

Students who enroll for less than 12 semester hours in the day program are classified as part time students. The cost is \$30 per semester hour.

SPECIAL PLAN FOR SENIOR CITIZENS

Under a plan adopted by the Board of Trustees, persons sixty-five or retired persons over sixty-two may enroll for any class taught by the college without paying any fees except for equipment necessary for some vocational-technical classes.

ROOM AND BOARD

A dormitory resident will pay \$200.00 a semester for a room. This is collected in advance at the first of each semester and is non-refundable.

Board will be \$400.00 per semester or \$800.00 per year. It is due and payable at the beginning of each semester. However, upon request, the board payments may be deferred according to the schedule shown.

**Day Students
(Each Semester)**

1. Mississippi Students	\$250.00
2. Out-of-State Students	\$650.00

**Dormitory Students
(Each Semester)**

1. Mississippi Students	\$850.00
2. Out-of-State Students	\$1250.00

The preceding costs are due and payable at the time of registration each semester. Upon request, the following payment schedule may be allowed.

**Deferred Payment Calendar for
Dormitory Students**

Parents who do not find the following schedule for payments convenient may make special arrangements with the business office.

Fall Semester — On Entrance:

August 26, 1985	\$584.00
October 7, 1985	\$133.00
November 18, 1985	\$133.00

Spring Semester — On Entrance:

January 13, 1986	\$584.00
February 24, 1986	\$133.00
April 7, 1986	\$133.00
Total for school year	\$1700.00

NOTE: All costs are on a semester basis. The above dates for payment are for convenience only. Holmes Junior College reserves the right to change any charges published, when in the judgement of the administration, conditions justify doing this.

Students should have no trouble discerning that the payment on entrance consists of fixed fees of \$250.00 and the non-refundable room rent of \$200.00 plus one-third of the semester cost for board of \$134.00. This totals \$584.00. The other two payments each semester are for board and each payment equals one-third of the semester cost for board which is \$133.00.

Out-of-State students pay \$400.00 per semester in addition to the costs for district students.

GRADUATION FEE

A graduation fee of \$15.00 is required of all students participating in the graduation ceremony. This is to pay for the cap and gown rental and for the diploma or certificate.

REQUIRED SPECIAL TOOLS AND/OR EQUIPMENT VOCATIONAL AND TECHNICAL

Agricultural Power Machinery	\$150.00
Auto Body Repair	100.00
Automotive Mechanics	150.00
Architectural Design and Construction	100.00
Cosmetology	75.00
Drafting and Design	50.00
Communication Electronics	125.00
Machine Shop	175.00
Heating, Refrigeration and Air Conditioning	200.00
Welding	100.00

Students should check with their instructor prior to purchasing books, tools, and supplies. Prices are subject to change.

DEPOSITS

Deposits are required for room reservations, for keys to dormitory rooms, and for assuring a place in certain vocational courses. Room deposits and vocational course deposits are non-refundable.

REFUND POLICY

- a. Fees — Thirty dollars of the \$250.00 entrance fee is for matriculation and is non-refundable. The remaining \$220.00 is refundable as follows:

One week or less	90 per cent
Less than two weeks	75 per cent
Less than three weeks	50 per cent
Less than four weeks	25 per cent
Four or more weeks	0 per cent
- b. Room rent of \$200.00 per semester is non-refundable.
- c. Board is refunded on the basis of weeks left in a semester after the week in which withdrawal occurs. The date of withdrawal shall be the date of signing of the official withdrawal sheet by the business office. No reduction is made for absences of less than two continuous weeks (holidays excluded).

- d. Refund policy for veterans provides that a refund will be made upon application on a pro-rata basis to an eligible person (service man or active duty, veteran, or war orphan) in receipt of educational benefits pursuing courses of instruction on a vocational clock hour basis from the Veterans Administration under existing published laws.



OFFERINGS AND SERVICES

COUNSELING AND ADVISEMENT

The Guidance Department provides academic, social, personal, and vocational counseling for students in an effort to help with personal adjustment, establishing values, determining interests, and choosing vocational and career objectives. Counselors assist the student to formulate and clarify goals and evaluate intelligently his/her own abilities, personality traits, and openness to the experiences he/she is undergoing in an academic community. The student is encouraged at all times to seek counsel, not only in the face of specific problems, but also to discuss ways of constantly improving the skills required for effective living.

ORIENTATION

The first day of school will include an orientation program designed to introduce students to college life and aid in making adjustments. Topics will include general school regulations, school activities, academic policies, and academic advisement. All new students must take part in the orientation program.

TESTING

Holmes Junior College is a test center for the American College Test (ACT), College Level Examination Program (CLEP), and General Educational Development Test (GED). Applications for each of these tests may be obtained from the Guidance and Student Services Building.

The Guidance and Student Services Department provides a variety of specialized tests for students. The various tests are administered, scored, and interpreted as the need arises, and are used as counseling aids.

PLACEMENT

Placement activities are designed to aid both the academic student and the vocational-technical student. A supply of senior college information is available in the Guidance and Student Services Department, and counselors are available to assist students in transferring. The vocational counselors assist the vocational-technical students in finding permanent employment.

HEALTH SERVICE

Holmes Junior College does not employ full-time health personnel. However, first-aid treatment is available from your dormitory supervisor, security officer, the Vocational-Technical Administrative office, or the Student Services office. In case of sickness or

injury of a more severe nature, contact the security officer on duty or the Dean of Students. In an emergency situation, students may be carried to a doctor or hospital by a security officer or ambulance. Parents will be notified.

Students are encouraged to avail themselves of local health services whenever necessary. These include doctors offices in Goodman and surrounding towns as well as hospitals in both Lexington and Durant.

Expenses for all medical treatment are the responsibility of each individual student.

FINANCIAL AID

Financial aid is available to help students meet postsecondary education costs through a program of grants (Pell Grant, Supplemental Education Opportunity Grants), work-study and scholarships. We assist students with applications for Mississippi Guaranteed Student Loans.

Holmes Junior College participates in the American College Testing Programs Service (ACT) and the new Application for Federal Student Aid; these are services that assist schools and agencies throughout the nation in determining a student's financial need. The ACT (Family Financial Statement) and the Pell Grant (Student Aid Report) are the documents used by Holmes Junior College to determine eligibility for financial aid. Either the ACT (Family Financial Statement) or the Pell Grant SAR (Student Aid Report) can be obtained from the Financial Aid Office.

In order for a student to be considered for the campus-based programs (Work-Study and Supplemental Educational Opportunity Grant), the student must have on file in the Financial Aid Office a Holmes Junior College Application for Financial Aid, ACT (Family Financial Statement) or the Pell Grant (Student Aid Report). Students must also have applied and be fully admitted to Holmes Junior College.

Applications for financial aid are requested as early as possible, but will be considered any time as long as there is money available.

For further information about the various financial aid programs, requirements, eligibility, student's rights and responsibilities, standards or progress, refund policy, etc., please refer to the Financial Aid Handbook or contact the Director of Financial Aid. The Financial Aid Office is located on the first floor of the Administration Building.

SCHOLARSHIPS

Academic and Technical Scholarships

President's Scholarship: This scholarship is designed to cover one half ($\frac{1}{2}$) the cost of tuition, room, and board at Holmes Junior College, with the exception of fees amounting to \$21. It is available to any full-time academic or technical student with an ACT composite core of 25 or higher. The student must maintain at least a 2.0 Q.P.A. his/her first semester in order to be eligible to receive scholarship funds second semester. The student must have a cumulative 3.4 Q.P.A. or higher at the end of his/her first year's work in order to be eligible to receive scholarship funds the sophomore year. The student who has less than the required 3.4 Q.P.A. but at least a 3.0 Q.P.A. at the end of his/her first year will be eligible for the Dean's Scholarship for the sophomore year.

Dean's Scholarship: This scholarship is designed to cover the cost of tuition at Holmes Junior College with the exception of fees amounting to \$21 for the entire year. It does not include room and board. It is available to any full-time academic or technical student with an ACT composite score of 18-24. The student must maintain at least a 2.0 Q.P.A. his/her first semester in order to be eligible to receive scholarship funds second semester. The student must have a cumulative 3.0 Q.P.A. or higher at the end of his/her first year's work in order to be eligible for scholarship funds the sophomore year.

REGULATIONS FOR DEAN'S AND PRESIDENT'S SCHOLARSHIPS

Out-of-state students are not eligible for either of these scholarships.

Students eligible for the President's and Dean's Scholarships are also eligible for other scholarships, such as athletic, music, drama, valedictorian-salutatorian awards, etc. up to, but not exceeding, the published costs of Holmes Junior College.

Awards will be made to entering freshmen at the beginning of both the fall and spring semester.

Awards will be made to transfer students at the beginning of the fall semester only.

Transfer students must meet same Q.P.A. requirements as native students.

Students who re-test and become eligible for either scholarship during a semester will not receive their award until the beginning of the next fall semester, provided they enroll as full-time academic or technical students.

Valedictorian and Salutatorian Scholarships: Valedictorians and Salutatorians from high school in the Holmes Junior College District are eligible for a \$100.00 award, provided they have an ACT composite score of at least 18.

*No out-of-state students are eligible to receive academic and technical scholarships.

Athletic Scholarships

Grant-in-Aid Scholarships are awarded in football and basketball in accordance with the rules and regulations of the Mississippi Junior College Association and are limited to athletes in the Holmes Junior College District. A limited number of out-of-state scholarships are available. Applicants should contact the coach(es) of the sport in which he/she is interested at the college.

Music Scholarships

Band (Instrumental) scholarships are available to musically talented students who desire to participate in the Holmes Junior College Band Program. Awards are made based on the performance and dependability of the student and on the particular band activities in which the student participates (Marching, Concert, Pep, Jazz, Ensemble, Auxiliaries). Students may hold band and other scholarships concurrently.

Choir (Vocal) scholarships are available to students who are musically talented who desire to participate in the HJC Choral Program. Auditions are required for all scholarships of this type, with awards ranging up to \$400 per year. Students may hold vocal scholarships concurrently with band scholarships.

Keyboard (Piano and Organ) scholarships are available to students majoring in piano. Auditions are required for scholarships. Students may hold keyboard scholarships concurrently with other scholarships. **Students may receive music scholarships awards concurrently with other scholarships, up to, but not exceeding, the published cost of attending Holmes Junior College.**

Drama Scholarships

Scholarships are based on talent and performance. These scholarships, available to students interested in Drama, range from \$25 to \$100 per year, with awards being based on tryout performance and participation in the various presentations.

Cheerleader Scholarships

Scholarships are available to cheerleaders at a rate of \$250.00 per year. This scholarship will be awarded on a semester basis. Cheer-

leaders are chosen by a faculty-staff committee with selection based on performance at tryouts held in May. Applications are available from Guidance and Student Services.

*Students may receive scholarship awards concurrently with other scholarships, up to but not exceeding, the published cost of attending Holmes Junior College.

Holmes Junior College Development Foundation Scholarships

(Mr. and Mrs. M. C. McDaniel Scholarship) The Mr. and Mrs. M. C. McDaniel Scholarship was established at Holmes Junior College by the McDaniel Family in honor of their father and mother. Mr. McDaniel was President of Holmes Junior College from 1928 to 1940. This award in the amount of \$400.00 is presented to a graduating student who plans to further his/her education, and who has made an outstanding contribution to the life and activity of Holmes Junior College during his/her two years at the institution.

Hilary O. "Prof" Thomas Memorial Scholarship: Friends of Hilary O. "Prof" Thomas have established this scholarship in honor of "Prof" Thomas, who was employed at Holmes Junior College from 1946 until his retirement in 1974. "Prof" Thomas, in addition to being head of the Agriculture Department for twenty years, served at varying times as high school principal, high school football coach, Dean of Men, Assistant Dean of Women, and Dean of Student Affairs. The award will be made at the beginning of each school year to a freshman who plans to continue his/her education at Holmes Junior College. The selection of the recipient of the award will be based on scholastic ability, leadership, integrity and financial need.

Frank B. Branch Memorial Scholarship: This scholarship is given in honor of Frank B. Branch, former President of Holmes Junior College from December 9, 1955, to June 30, 1976. It is based on scholarship ability, leadership, character, and financial need. The award is made each year to a Grenada County student who is recommended to the Holmes Junior College Scholarship Committee by his/her high school counselor.

The Dr. Paul B. Brumby Memorial Scholarships: These scholarships were established at Holmes Junior College in honor of Dr. Paul B. Brumby, a life-long resident of Holmes County, former member of the Holmes Junior College Board of Trustees, practicing physician for over 50 years, and long-standing friend of this institution. These scholarships are awarded each year to the student recommended by the nursing faculty in the Holmes Junior College Associate Degree Nursing Program in Granada; also, a scholarship will be awarded each year by the Scholarship Committee of the

HOLMES JUNIOR COLLEGE

Holmes Junior College Development Foundation to a returning sophomore in the pre-baccalaureate Nursing Program on the Goodman campus. The awarding of these scholarships is based on professional attitude, academic achievement and need. In order to retain these scholarships from one semester to the next, the recipients must maintain a 3.0 grade point average.

The Evelyn H. Clark Memorial Drama Scholarship: This is awarded in honor of Mrs. Evelyn H. Clark, former speech instructor and drama coach at Holmes Junior College. The Scholarship Committee of the Holmes Junior College Development Foundation will select a sophomore as the recipient of this award, based on talent, scholarship, character and dedication.

The Belk Family Scholarship: This is given by Mr. and Mrs. Dewitte Belk of Kosciusko, Mississippi. Mr. Belk is a graduate of Holmes Junior College and former president of the Alumni Association. Applicants must be from Attala County with first consideration given to graduates of Ethel High School. The Scholarship Committee will select the recipient on the basis of financial need, academic potential, and leadership ability. The scholarship will be in the amount of full tuition charges.

Journalism Scholarship: A scholarship is available to the editor of the Grawl each year. This scholarship is based on ability, character, and leadership.

The recipients of scholarships will be selected by the Holmes Junior College Scholarship Committee from applications received from students and the recommendations from their high school counselors or principals.

Students who would like to apply for scholarships should contact the Director of Financial Aid or the Director of Admissions for a Scholarship Application.

STUDENT HOUSING

There are three men's residence halls that provide space for 268 students. These are Attala, Motel, and Webster. Each dormitory has public telephone service, and all are air-conditioned.

There are two women's residence halls that provide space for 241 students. These are Grenada and Yazoo. Each of these dormitories has public telephone service and individual phone service is available. Each of the buildings is air-conditioned.

Rooms in the residence halls are furnished with single beds, dressers, chairs and tables. Students are accountable for the care of the room and furnishings.

Room reservations are made only after payment of a \$20 reservation fee. This fee is non-refundable. Out-of-state and out-of-district students must reserve a room two weeks prior to the beginning of school.

AUTOMOBILES

Students who wish to operate an automobile on the campus must register the car in the Office of the Dean of Students. A sticker with a registration number is provided to the student.

Students must park cars in designated areas. Fines will be assessed for failure to do so. Continued abuse of regulations will result in withdrawal of permission to operate a vehicle on the campus. This applies to all students—dormitory and non-dormitory alike.

BOOKS

Books and supplies may be purchased from the book store located in the Lorange Center. Both new and used books are available. The book store will buy books from students at a reasonable discount, depending upon the care that has been taken in the use of the books.

By careful buying and use of books, the cost may be kept to a minimum.

MAIL SERVICE

Student mail should be addressed to the student, Holmes Junior College, P. O. Box, Goodman, MS 39079. Students receive their mail through post office boxes. The fee for the boxes is \$1.00 a semester and is included in the general fees.

STUDENT CONDUCT

Students are expected to conform to acceptable standards of decency, morality, courtesy; be truthful; respect the rights of others; be punctual and regular in attendance at classes and assemblies and have regard for college property.

Guides for routine campus and dormitory life are provided students through announcements, student meetings, bulletins, and student handbooks. Through action by the disciplinary committee a student may be excluded from further attendance where evidence indicates that a student participates in unacceptable campus conduct.

CONTINUING EDUCATION AND COMMUNITY SERVICES

The Division of Continuing Education provides opportunities for persons of the district who do not participate in the normal on-campus day program to continue their educational development. This is done through evening classes both on campus and at other locations in the district. These locations include Grenada, Winona, Yazoo City, Kosciusko, Canton, Ackerman, and Madison-Ridgeland.

In addition, the division offers a wide range of special activities and community service programs including seminars, conferences, workshops, short courses, and other activities designed to meet particular needs.

THE COOPERATIVE EDUCATION PROGRAM

Holmes Junior College has entered an agreement with Mississippi State University whereby any Holmes Junior College student may enter the cooperative education program while attending Holmes Junior College. The student must sign up for the program with the Academic Dean of the college. Acceptance by an employing organization is necessary. The student must continue his/her education at Mississippi State University after finishing at Holmes Junior College to be able to get a degree through the cooperative program.

A \$10.00 registration fee is charged for each work semester.

Students interested in learning more about the Cooperative Program should contact the Academic Dean, Holmes Junior College, Goodman, MS 39079.

VETERAN BENEFITS

Students who plan to attend Holmes Junior College under any type Veteran Educational Assistance Program should file a claim at the Academic Dean's Office in the Administration Building. In order to be eligible for VA educational benefits, a student must adhere to policies established by the school as well as the State Approving Agency.

A revised statement of the standards of progress and attendance that apply to all veterans under Chapter 32, 34 and 35 of Title 38 are available to each student. A copy can be obtained from the Academic Dean's Office. This statement of revised standards of progress and attendance was approved by the State Approving Agency on May 16, 1980, and was implemented beginning with the fall semester of 1980. The statement is in compliance with VA Regulation 14253 (D).

STUDENT ACTIVITIES

ORGANIZATIONS

Co-curricular activities are an important source of enrichment and recreation and contribute to campus life. Students are urged to participate in their area of interest.

Band. Offers participation in Marching Band (Rifle Corps, Flag Corps, Feature Twirling, Color Guard), Concert Band, Percussion Choir, Jazz Ensemble, Jazz Combo and Small Winds Ensemble performances in concerts, parades, half-time routines and pageantry entertainment. Open to all qualified students.

Cheerleaders. The purpose of the cheerleaders is to promote school spirit and interest in athletics. They consist of eight cheerleaders along with Bully and Ms. Bully mascots. They are selected in tryouts held in the spring.

Chess Club. Organized to promote the game of chess at Holmes Junior College; meetings are held regularly, and membership is open to all students and faculty members.

Choir. The choir is known for its high standards of excellence. Membership is by audition and is open to all students.

Coachmen. A vocal ensemble that performs popular and sacred music. Many concerts are given in district high schools and churches throughout the year. Membership is by audition and is open to HJC choir members.

HJC Collegiate Service Club. The HJC Collegiate Service Club is a service organization designed to promote better citizenship in your home, school, and country. The club sponsors many activities on campus each year and performs service projects on campus and in the community. Membership is open to all students.

Cosmetology Club. The purpose of the club is to promote good public relations and to learn professional practices and business ethics. There are many activities including field trips. The club is open to members of the cosmetology class.

Fellowship of Christian Athletes. Membership is open to all athletes, both those currently active and those not participating on an organized team. Dedicated to promoting Christian ideas both on and off the field of play.

The Creative Writing Club. Organized to provide an outlet for students to express themselves creatively in the writing of poetry, essays, drama, and short fiction. It is open to anyone interested in these forms of writing, as well as those who contribute writings for discussion at the meetings.

HJC Student Nurses Organization. Holmes Junior College Nurses Organization is organized as a chapter of the National Student Nurses Association. Nursing students are encouraged to join and participate in this organization through which they can receive support throughout their nursing education. Membership is open to students enrolled in clinical nursing courses at the Grenada Nursing Center.

Holme-Towne Players. Organized to let students participate in acting, publicity, and backstage work. This club is known for its fine quality of production and is open to all students.

Delta Psi Omega. Delta Psi Omega is the national honorary dramatics fraternity in junior colleges. It is organized to give special recognition to those students who have made outstanding contributions to drama. It promotes the dramatic arts. It is open to all students who have completed the required number of working hours in drama.

Industrial Education Club. The purpose of the club is to promote good Industrial Education public relations through participation in professional organizations, student activities, and field trips. Membership is open to all Industrial Education majors, Engineering Technology majors and minors.

PASTE-Preschool Association of Students, Teachers, and Educators. The purpose of this club is to work for the best opportunities for young children and to work for improved educational standards and a better quality of life for every child. Membership open to all persons engaged in the education of young children or those interested in child development.

Phi Beta Lambda. Phi Beta Lambda is organized to promote business leadership and to create interest and understanding in the intelligent choice of business occupations. Membership is open to all students who are interested in a career in business.

Phi Theta Kappa. Phi Theta Kappa is the national scholastic honor society for junior colleges. Its purpose is to recognize intellectual achievement, and to promote character, leadership, and friendship among junior college students. Membership is by invitation and is conferred on those who "establish academic excellence," by having grades in the top ten per cent of the student body.

Religious Clubs. The Baptist Student Union, the Church of God in Christ, the Wesley Foundation, and Vespers aim to foster Christian faith and growth. All students are welcome at meetings and activities.

Student Government Association. Composed of officers and representatives elected by the student body, the SGA serves as mediator between the faculty and student body and assists in student activities.

Student Nurses' Association. The Student Nurses' Association is a national organization. The purpose of NSNA is to assume responsibility for contributing to nursing education in order to provide for the highest quality health care; to provide programs representative of fundamentals and current professional interests and concerns and to aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life. Membership is open to all students enrolled in the Associate Degree Nursing Program.

Vocational Industrial Clubs of America (VICA). Established for the purpose of encouraging, through club activities, the development of the "whole student," i.e., social and leadership abilities as well as skills. Open to all students enrolled in vocational and technical courses.

PUBLICATIONS

The Growl, official newspaper of the student body, is published nine times a year. Its purposes are to give publicity and to serve as a workshop or laboratory for students interested in newspaper writing, editing, etc.

Students interested in such work should make it known to the administration upon entering school so that the sponsor of *The Growl* can have this information as soon as possible.

The Horizons is the annual yearbook of Holmes Junior College and is published by a staff of students. Those who have had experience in the publication of high school annuals are urged to join the staff. Inexperienced students are welcome and can make a contribution toward the publication of the yearbook.

Reflections, published once each year, includes the best creative work submitted by Holmes students. Work appearing in *Reflections* is judged by the members of Holmes Junior College English Department and a panel of students on the *Reflections* staff. Manuscripts are invited from students in all departments.



COURSES OF STUDY

ACADEMIC

The following are lists of courses generally required for students planning on majoring in the programs indicated. There may be slight variations in the exact subjects required by the senior college or university from which the student expects to receive a degree. Substitutions may be made in any of the following programs if necessary to meet the curricula requirements of a senior college.

A student is not limited to the programs outlined in the following pages. By proper selection of his/her courses, he/she may meet the lower division requirements of many other academic majors.

COURSE I Agriculture

First Year

First Semester	Second Semester
English	English
Composition I ... ENG 1113	Composition II .. ENG 1123
General	General
Chemistry I..... CHE 1213	Chemistry II CHE 1223
General Chemistry	General Chemistry
Laboratory I CHE 1211	Laboratory II CHE 1221
Botany I..... BIO 1313	Botany II BIO 1323
College Algebra ... MAT 1313	*Math 3
American National	Oral Communication..SPT 1113
Government PSC 1113	Physical Education 1
Physical Education 1	Total 17 hrs.
Total..... 17 hrs.	

Second Year

Because of the large number of majors available in agriculture, it is not feasible to suggest a core curriculum for the sophomore year. Students should select a minimum of 30 semester hours using a senior college catalog as a guide.

*MAT 1323 - Trigonometry or MAT 1333 - Finite Math.

HOLMES JUNIOR COLLEGE

COURSE II
Forestry and Wildlife
First Year

First Semester

English	
Composition I ...	ENG 1113
College Algebra ...	MAT 1313
General	
Chemistry I.....	CHE 1213
General Chemistry	
Laboratory I.....	CHE 1211
Botany I.....	BIO 1313
Social Science.....	3
Physical Education	1
Total	17 hrs.

Second Semester

English	
Composition II ..	ENG 1123
Trigonometry.....	MAT 1323
General	
Chemistry II.....	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Botany II	BIO 1323
Social Science.....	3
Physical Education	1
Total	17 hrs.

Second Year

First Semester

General	
Physics I	PHY 2414
Principles of	
Economics I.....	ECO 2113
Calculus IA.....	MAT 1613
*Organic Chemistry I	
or elective	CHE 2424
Total	14 hrs.

Second Semester

Principles of	
Economics II	ECO 2123
Dendrology	BIO 2313
Oral	
Communication...SPT	1113
Zoology I	BIO 2414
Humanities	
elective	3
Total	16 hrs.

*CHE 2424 required for Wildlife Option. Forestry majors should consult catalog before selecting electives.

Forestry and Wildlife majors must complete a special, eight-week summer session between the sophomore and junior years. Completion of the special summer session is prerequisite to enrollment in junior level professional courses in forestry. Transfer students should contact the forestry department at Mississippi State University during the month of February preceding completion of their fourth semester of college in order to arrange for attending the summer session.

COURSE III
Liberal Arts Core Curriculum
First Year

First Semester

English	
Composition I . . . ENG 1113	
Foreign Language	3
Math or Science (3 or 4)	
Oral Communication, Art or Music Appreciation	3
American Nat. Government or Introduction to Sociology	3
Physical Education	1
Total	16 or 17 hrs.

Second Semester

English	
Composition II . . ENG 1123	
Foreign Language	3
Math or Science (3 or 4)	
Oral Communication, Art or Music Appreciation	3
American Nat. Government or Introduction to Sociology	3
Physical Education	1
Total	16 or 17 hrs.

Second Year**First Semester**

Literature	3
Foreign Language	3
Principles of Economics I ECO 2113	
History	3
Math or Science (3 or 4)	
Total	15 or 16 hrs.

Second Semester

Literature	3
Foreign Language	3
General Psychology I PSY 1513	
History	3
Math or Science (3 or 4)	
Total	15 or 16 hrs.

Some universities require two semester sequences in mathematics, natural sciences, and social sciences. Students should check the university catalog for proper course selection.

HOLMES JUNIOR COLLEGE

COURSE IV
Respiratory Therapist

First Year

First Semester

English	
Composition I ...	ENG 1113
College Algebra ...	MAT 1313
Gen. Chemistry I ..	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
Zoology I	BIO 2414
General	
Psychology I	PSY 1513
Total	17 hrs.

Second Semester

English	
Composition II ..	ENG 1123
Trigonometry.....	MAT 1323
*Zoology II	BIO 2424
Gen. Chemistry II ..	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Oral Communication..	SPT 1113
Total	17 hrs.

Second Year

First Semester

Anatomy and	
Physiology I	BIO 1514
Microbiology	BIO 2924
General Physics I ..	PHY 2414
Electives	4
Total	16 hrs.

Second Semester

Anatomy and	
Physiology II	BIO 1524
**Psychosocial	
Electives	6
Electives	5
Total	15 hrs.

*Recommended elective.

**To be selected from Sociology, Economics, Political Science, History, or Geography.

This program is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. The course of study at the Medical Center is a four-year, baccalaureate degree program that requires 65 hours of prerequisite coursework. Students graduating from this program will be awarded a Bachelor of Science degree in Respiratory Therapy and will be eligible to take the registry examination administered by the National Board for Respiratory Therapy.

COURSE V
Criminal Justice

First Year

First Semester

English
 Composition I ... ENG 1113
 Science 3 or 4
 Fine Arts 3
 Oral Communication..SPT 1113
 Mathematics 3
 Physical Education 1
 Total 16 hrs.

Second Semester

English
 Composition II .. ENG 1123
 Science 3 or 4
 General
 Psychology IPSY 1513
 First Aid..... HPR 2213
 Mathematics or
 Philosophy 3
 Physical Education 1
 Total 17 hrs.

Second Year

First Semester

Literature 3
 Electives 4
 American National
 Government..... PSC 1113
 History 3
 Introduction
 to Sociology..... SOC 2113
 Total 16 hrs.

Second Semester

Literature 3
 Electives 6
 History 3
 Marriage and
 Family SOC 2143
 Total 15 hrs.

HOLMES JUNIOR COLLEGE

COURSE VI
*Social Work

First Year

First Semester

English	
Composition I ... ENG 1113	
Foreign Language	3
Western	
Civilization I	HIS 1113
College Algebra ... MAT 1313	
American National	
Government	PSC 1113
Physical Education	1
Total	16 hrs.

Second Semester

English	
Composition II .. ENG 1123	
Foreign Language	3
Western	
Civilization II	HIS 1123
General	
Psychology I	PSY 1513
Introduction	
to Sociology	SOC 2113
Physical Education	1
Total	16 hrs.

Second Year

First Semester

Literature	3
Foreign Language	3
Fine Arts	3
Science	3
Principles of	
Economics I	ECO 2113
Elective	1
Total	16 hrs.

Second Semester

Literature	3
Foreign Language	3
Marriage & Family	SOC 2143
Science	3
Oral Communication ..	SPT 1113
Elective	1
Total	16 hrs.

*Foreign language requirement optional at some universities.

Several of the senior colleges are now offering a B.A. degree in social work. The course outlined above meets the first two years of the work required for the degree.

Positions are available for persons seeking employment in this field of study with the Department of Public Welfare, Department of Public Health, Girl Scouts, Boy Scouts, YMCA and YWCA, Red Cross, church affiliated welfare programs, schools for retarded children, community action programs, and other like organizations.

COURSE VII Dental Hygiene

First Year

First Semester

English	
Composition I ...	ENG 1113
General	
Chemistry I.....	CHE 1213
General Chemistry	
Laboratory I.....	CHE 1211
Zoology I	BIO 2414
College Algebra ...	MAT 1313
Introduction to	
Sociology	SOC 2113
Total	17 hrs.

Second Semester

English	
Composition II ..	ENG 1123
General	
Chemistry II.....	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
*Zoology II	BIO 2424
General	
Psychology I	PSY 1513
Psychosocial Elective	3
Total	17 hrs.

Second Year

First Semester

Human Anatomy and	
Physiology I.....	BIO 2513
Microbiology	BIO 2924
Psychology Elective	3
Psychosocial Elective	3
Humanities Elective	3
Total	16 hrs.

Second Semester

Human Anatomy and	
Physiology II.....	BIO 2523
Psychosocial Elective	3
Oral	
Communication ...	SPT 1113
Fine Arts	3
Humanities Elective	3
Total	15 hrs.

*Suggested Elective

Designed to fulfill the entrance requirements of the School of Health Related Professions at the University of Mississippi Medical Center. This program requires two additional academic years at the Medical Center. Students who satisfactorily complete the course will receive a Bachelor of Science Degree in dental hygiene from the University of Mississippi at the Medical Center and will be eligible to take national and state board examinations for licensure as registered dental hygienists.

HOLMES JUNIOR COLLEGE

COURSE VIII
Biological Science

First Year

First Semester

English	
Composition I ...	ENG 1113
General	
Chemistry I.....	CHE 1213
General Chemistry	
Laboratory I.....	CHE 1211
Botany I.....	BIO 1313
Foreign Language	3
College Algebra ...	MAT 1313
Physical Education	1
Total	17 hrs.

Second Semester

English	
Composition II ..	ENG 1123
General	
Chemistry II.....	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Botany II.....	BIO 1323
Foreign Language	3
Trigonometry.....	MAT 1323
Physical Education	1
Total	17 hrs.

Second Year

First Semester

Organic	
Chemistry I.....	CHE 2424
Foreign Language	3
Zoology I	BIO 2414
Microbiology	BIO 2924
Total	15 hrs.

Second Semester

Organic	
Chemistry II.....	CHE 2434
Foreign Language	3
Zoology II.....	BIO 2424
Literature	3
Elective	1
Total	15 hrs.

COURSE IX
Pre-Medical and Pre-Dental
First Year

First Semester

English
 Composition I ... ENG 1113
 Gen. Chemistry I .. CHE 1213
 General Chemistry
 Laboratory I CHE 1211
 College Algebra ... MAT 1313
 Zoology I BIO 2414
 Foreign Language 3
 Physical Education 1
 Total 18 hrs.

Second Semester

English
 Composition II .. ENG 1123
 General
 Chemistry II CHE 1223
 General Chemistry
 Laboratory II CHE 1221
 Trigonometry MAT 1323
 Zoology II BIO 2424
 Foreign Language 3
 Physical Education 1
 Total 18 hrs.

Second Year

First Semester

Organic
 Chemistry I CHE 2424
 General Physics I .. PHY 2414
 Literature 3
 Foreign Language 3
 Total 14 hrs.

Second Semester

Organic
 Chemistry II CHE 2434
 Gen. Physics II PHY 2424
 Literature 3
 Foreign Language 3
 Total 14 hrs.

HOLMES JUNIOR COLLEGE

COURSE X Pre-Pharmacy

First Year

First Semester

English	
Composition I ...	ENG 1113
Gen. Chemistry I ..	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
College Algebra ...	MAT 1313
Principles of	
Economics I	ECO 2113
Introduction to	
Sociology	SOC 2113
Total	16 hrs.

Second Semester

English	
Composition II ..	ENG 1123
Gen. Chemistry II ..	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Trigonometry	MAT 1323
*Principles of	
Economics II	ECO 2123
Zoology I	BIO 2414
Total	17 hrs.

Second Year

First Semester

Organic	
Chemistry I	CHE 2424
Gen. Physics I	PHY 2414
Botany I	BIO 1313
Microbiology	BIO 2924
Elective	1
Total	16 hrs.

Second Semester

Organic	
Chemistry II	CHE 2434
Gen. Physics II	PHY 2424
*American National	
Government	PSC 1113
*Oral	
Communication ...	SPT 1113
Elective	1
Total	15 hrs.

*Suggested Electives

COURSE XI
Pre-Veterinary

First Year

First Semester

English
Composition I ... ENG 1113
General
Chemistry I..... CHE 1213
General Chemistry
Laboratory I..... CHE 1211
College Algebra ... MAT 1313
Zoology I BIO 2414
Western Civilization
I HIS 1113
Total 17 hrs.

Second Semester

English
Composition II .. ENG 1123
General
Chemistry II CHE 1223
General Chemistry
Laboratory II CHE 1221
Trigonometry..... MAT 1323
Botany I..... BIO 1313
American National
Government..... PSC 1116
Total 16 hrs.

Second Year

First Semester

Organic
Chemistry I..... CHE 2424
Gen. Physics I PHY 2414
Oral Communication..SPT 1113
Microbiology BIO 2924
Total 15 hrs.

Second Semester

Organic
Chemistry II CHE 2434
Gen. Physics II PHY 2424
General
Psychology I PSY 1513
Electives 5
Total 16 hrs.

HOLMES JUNIOR COLLEGE

COURSE XII
*Medical Technology

First Year

First Semester

English

Composition I ... ENG 1113

Gen. Chemistry I .. CHE 1213

General Chemistry

Laboratory I CHE 1211

College Algebra ... MAT 1313

Introduction to

Sociology SOC 2113

Zoology I BIO 2414

Total 17 hrs.

Second Semester

English

Composition II .. ENG 1123

Gen. Chemistry II .. CHE 1223

General Chemistry

Laboratory II CHE 1221

Trigonometry..... MAT 1323

General

Psychology I PSY 1513

**Zoology II BIO 2424

Total 17 hrs.

Second Year

First Semester

Organic

Chemistry I..... CHE 2424

Elective 3

Anatomy and

Physiology I..... BIO 1514

Microbiology BIO 2924

Total 15 hrs.

Second Semester

Organic

Chemistry II CHE 2434

History 3

Anatomy and

Physiology II BIO 1524

Electives 5

Total 16 hrs.

*Designed to fulfill the lower division requirements of the School of Health Related Professions at the Mississippi Medical Center.

**Suggested Elective.

COURSE XIII
Medical Record Administration

First Year

First Semester

English
 Composition I ... ENG 1113
 Zoology I BIO 2414
 Intermediate
 Algebra MAT 1233
 Gen. Chemistry I .. CHE 1213
 *Typing 3
 Total 16 hrs.

Second Semester

English
 Composition II .. ENG 1123
 Zoology II BIO 2424
 College Algebra ... MAT 1313
 Electives 6
 Total 16 hrs.

Second Year

First Semester

Literature 3
 General
 Psychology I PSY 1513
 Introduction to Computer
 Concepts CSC 1113
 **Microbiology BIO 2924
 Anatomy and
 Physiology I BIO 1514
 Total 17 hrs.

Second Semester

Literature 3
 Oral Communication..SPT 1113
 **Computer
 Programming I .. CSC 1613
 **Business
 Communications .. TBO 2613
 Anatomy and
 Physiology II BIO 1524
 Total 16 hrs.

This program is designed to transfer to the School of Health Related Professions at the Mississippi Medical Center. Students will be required to take an introductory course in data processing during a summer session between the freshman and sophomore years.

*Optional. Typing proficiency required.

**Suggested Electives.

HOLMES JUNIOR COLLEGE

COURSE XIV

*Nursing

First Year

First Semester

English	
Composition I ...	ENG 1113
Zoology I	BIO 2414
General	
Chemistry I.....	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
Oral	
Communication...	SPT 1113
Introduction to	
Sociology	SOC 2113
Total	17 hrs.

Second Semester

General	
Psychology I	PSY 1513
English	
Composition II ..	ENG 1123
Zoology II	BIO 2424
General	
Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
College	
Algebra	MAT 1313
Total	17 hrs.

Second Year

First Semester

Psychology	3
Anatomy and	
Physiology I.....	BIO 1514
Literature	3
Microbiology	BIO 2924
History elective	3
Total	17 hrs.

Second Semester

Anatomy and	
Physiology II	BIO 1524
Psychosocial Science	
Electives	6
Marriage & Family....	SOC 2143
History elective	3
Total	16 hrs.

*Designed to fulfill the lower division requirements of the School of Nursing at the Mississippi Medical Center. This is a baccalaureate degree program.

COURSE XV
Nursing, ADN
Grenada Center
First Year

First Semester

English
 Composition I ... ENG 1113
 Anatomy and
 Physiology I BIO 1514
 General
 Psychology I PSY 1513
 Fundamentals of
 Nursing NUR 1117
 Total 17 hrs.

Second Semester

English
 Composition II .. ENG 1123
 Anatomy and
 Physiology II BIO 1524
 Human Growth
 & Development ... EPY 2533
 Adult-Child
 Nursing I NUR 1128
 Total 18 hrs.

Summer Session

Psychiatric/Mental Health Nursing NUR 2135
 Total 5 hrs.

Second Year

First Semester

Microbiology BIO 2924
 Introduction to
 Sociology SOC 2113
 Maternal-Child
 Nursing NUR 2148
 Total 15 hrs.

Second Semester

Oral Communication..SPT 1113
 Adult-Child
 Nursing II NUR 2158
 Management
 and Career
 Development NUR 2162
 Total 13 hrs.

Enrollment in NUR courses is limited to students who have been admitted into the ADN program. Nursing courses must be taken in sequence. The prescribed curriculum plan is to be followed unless exceptions are approved by the ADN Director and Academic Dean. Once students are accepted into the program, they are required to take all remaining coursework with Holmes Junior College. Students are required to enroll for a minimum of 12 semester hours each fall semester provided coursework is available for which they do not have prior credit.

HOLMES JUNIOR COLLEGE

COURSE XVI
*Physical Therapy

First Year

First Semester

English	
Composition I ...	ENG 1113
Gen. Chemistry I ..	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
College Algebra ...	MAT 1313
Zoology I	BIO 2414
Humanities	3
Total	17 hrs.

Second Semester

English	
Composition II ..	ENG 1123
Gen. Chemistry II ..	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Trigonometry	MAT 1323
Zoology II	BIO 2424
General	
Psychology I	PSY 1513
Total	17 hrs.

Second Year

First Semester

Humanities	3
General Physics I ..	PHY 2414
Anatomy and	
Physiology I	BIO 1514
Psychology	3
Oral Communication..	SPT 1113
Total	17 hrs.

Second Semester

Elective	3
**Restricted Elective	3
Anatomy and	
Physiology II	BIO 1524
General Physics II ...	PHY 2424
Humanities	3
Total	17 hrs.

*Designed to fulfill the lower division requirements of the School of Health Related Professions at the University of Mississippi Medical Center. Students who plan on attending another educational institution should follow the requirements of that school.

**Select from Sociology, Economics, History, or Government.

COURSE XVII
Computer Science

First Year

First Semester

English
Composition I ... ENG 1113
General
Chemistry I..... CHE 1213
Foreign Language 3
History..... 3
Calculus IA..... MAT 1613
Introduction to Computer
Concepts CSC 1113
Total 18 hrs.

Second Semester

English
Composition II .. ENG 1123
Calculus IIA MAT 1623
Foreign Language 3
Zoology I BIO 2414
American National
Government..... PSC 1113
Computer
Programming I .. CSC 1613
Total 19 hrs.

Second Year

First Semester

Computer
Programming II .. CSC 2623
Calculus IIIA MAT 2613
Foreign Language 3
Gen. Physics I PHY 2414
Principles of
Economics I ECO 2113
Total 16 hrs.

Second Semester

Literature/Hum./
Soc. Sci. 3
Foreign Language 3
Gen. Physics II PHY 2424
Introduction to
File Processing .. CSC 2713
Introduction to Computer
Systems..... CSC 2543
Total 16 hrs.

HOLMES JUNIOR COLLEGE

COURSE XVIII

*Engineering

First Year

First Semester

English	
Composition I ...	ENG 1113
General	
Chemistry I.....	CHE 1213
General Chemistry	
Laboratory I.....	CHE 1211
Graphic	
Communication I ..	GRA 1143
American (U.S.)	
History I	HIS 2213
Calculus IA.....	MAT 1613
Total	16 hrs.

Second Semester

American National	
Government.....	PSC 1113
General	
Chemistry II.....	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Visualization and Graphic	
Design	GRA 1153
Calculus IIA.....	MAT 1623
English	
Composition II ..	ENG 1123
Total	16 hrs.

Second Year

First Semester

Physics I	PHY 2414
Calculus IIIA	MAT 2613
Literature	3
Differential	
Equations	MAT 2913
*Principles of	
Economics I.....	ECO 2113
Total	16 hrs.

Second Semester

Physics II	PHY 2424
Calculus IVA	MAT 2623
Engineering	
Mechanics	EGR 2413
*Electives	6
Total	16 hrs.

*Check senior college catalog for proper course. Where Organic Chemistry is required Economics I will not be taken.

COURSE XIX
Elementary Education

First Year

First Semester

English
Composition I ... ENG 1113
History 3
The Real
Number System .. MAT 1723
Biological Science 3
American National
Government PSC 1113
Physical Education 1
Total 16 hrs.

Second Semester

English
Composition II .. ENG 1123
Oral Communication..SPT 1113
Geometry, Measurement
and Probability .. MAT 1733
Personal and Community
Health I HPR 1213
Physical Science
Survey I PHY 2213
Physical Education 1
Total 16 hrs.

Second Year

First Semester

Literature 3
Child Psychology ...EPY 2513
World Geography .. GEO 1113
Electives 7
Total 16 hrs.

Second Semester

Fine Arts 3
Foundations of
Education EDU 1613
Educational
Psychology EDU 2543
Math/Science
Elective 3
Electives 4
Total 16 hrs.

HOLMES JUNIOR COLLEGE

COURSE XX
Secondary Education
Music—Instrument Majors

First Year

First Semester

English

Composition I ...	ENG 1113
Music Theory I	MUS 1214
History	3
Major Instrument I	2
Class Piano I	MUA 1511
Band I	MUO 1111
Oral Communication..	SPT 1113
Total	17 hrs.

Second Semester

English

Composition II ..	ENG 1123
Music Theory II	MUS 1224
History	3
Major Instrument II	2
Class Piano II	MUA 1521
Band II	MUO 1121
General	
Psychology I	PSY 1513
Elective	1
Total	18 hrs.

Second Year

First Semester

Elective	1
Literature	3
Music Theory III ...	MUS 2214
Major Instrument III	2
Class Piano III	MUA 2511
Band III	MUO 2111
Music History I	MUS 2312
Adolescent	
Psychology	EPY 2523
Total	17 hrs.

Second Semester

Elective	1
Literature	3
Music Theory IV ...	MUS 2224
Major Instrument IV	2
Class Piano IV	MUA 2521
Band IV	MUO 2121
Music History II	MUS 2322
*Social Science Elective....	3
Total	17 hrs.

Participation in Band is required each semester. Instrumental majors are required to earn 64 semester hours in addition to Band. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

*Select from Economics, Philosophy, Political Science, Sociology.

COURSE XXI
Secondary Education
Music—Piano Majors

First Year

First Semester

English
 Composition I ... ENG 1113
 Music Theory I MUS 1214
 History 3
 Piano for Music
 Majors I MUA 1573
 Class Voice I MUA 1711
 Oral Communication..SPT 1113
 Total 17 hrs.

Second Semester

English
 Composition II .. ENG 1123
 Music Theory II.... MUS 1224
 History 3
 Piano for Music
 Majors II MUA 1583
 Class Voice II..... MUA 1721
 General
 Psychology IPSY 1513
 Total 17 hrs.

Second Year

First Semester

Literature 3
 Music Theory III ... MUS 2214
 Piano for Music
 Majors III..... MUA 2573
 Music History I MUS 2312
 Adolescent
 PsychologyEPY 2523
 Total 15 hrs.

Second Semester

Literature 3
 Music Theory IV ... MUS 2224
 Piano for Music
 Majors IV..... MUA 2583
 Music History II.... MUS 2322
 *Social Science
 Elective 3
 Total 15 hrs.

Piano majors are required to earn 64 semester hours in addition to Band or Choir. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

*Select from Economics, Political Science, or Sociology, Philosophy.

HOLMES JUNIOR COLLEGE

COURSE XXII
Secondary Education
Music—Voice Majors

First Year

First Semester

Second Semester

English
 Composition I ... ENG 1113
 Music Theory I MUS 1214
 History 3
 Voice for Music Education
 Majors I MUA 1772
 Class Piano I MUA 1511
 Choir I MUO 1211
 Oral Communication..SPT 1113
 Total 17 hrs.

English
 Composition II .. ENG 1123
 Music Theory II MUS 1224
 History 3
 Voice for Music Education
 Majors II MUA 1782
 Class Piano II MUA 1521
 Choir II MUO 1221
 General
 Psychology I PSY 1513
 Total 17 hrs.

Second Year

First Semester

Second Semester

Elective 1
 Literature 3
 Music Theory III ... MUS 2214
 Voice for Music Education
 Majors III..... MUA 2772
 Class Piano III MUA 2511
 Choir III..... MUO 2211
 Music History I MUS 2312
 Adolescent
 Psychology EPY 2523
 Total 17 hrs.

Elective 1
 Literature 3
 Music Theory IV ... MUS 2224
 Voice for Music Education
 Majors IV..... MUA 2782
 Class Piano IV MUA 2521
 Choir IV..... MUO 2221
 Music History II.... MUS 2322
 *Social Science
 Elective 3
 Total 17 hrs.

Participation in Choir is required each semester. Voice majors are required to earn 64 semester hours in addition to Choir. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

*Select from Economics, Political Science, or Sociology.

COURSE XXIII
Secondary Education
English, Social Science, and Library Science
First Year

First Semester

English	
Composition I ... ENG 1113	
Western	
Civilization I HIS 1113	
World Geography (GEO 1113	
or Introduction to	
Sociology (SOC 2113) ... 3	
General	
Psychology I PSY 1513	
Mathematics 3	
Physical Education 1	
Total	16 hrs.

Second Semester

English	
Composition II .. ENG 1123	
Western	
Civilization II HIS 1123	
Fine Arts 3	
Oral Communication..SPT 1113	
American National	
Government PSC 1113	
Physical Education 1	
Total	16 hrs.

Second Year**First Semester**

Literature 3	
Science 3	
Elective 1	
American History I .. HIS 2213	
Adolescent	
Psychology EPY 2523	
Math or Science	
Elective 3	
Total	16 hrs.

Second Semester

Literature 3	
Botany I..... BIO 1313	
American History II .. HIS 2223	
Personal and Community	
Health I HPR 1213	
Electives 4	
Total	16 hrs.

Students should select courses for each of the above majors by using a catalog from the senior college they plan to transfer to as their guide.

HOLMES JUNIOR COLLEGE

COURSE XXIV
Secondary Education
Physical Education

First Year

First Semester

English	
Composition I ... ENG 1113	
History	3
Mathematics	3
Introduction to Health, Physical Education and Recreation	HPR 1313
General	
Psychology I	PSY 1513
Basketball, Stunts and Tumbling	HPR 1511
Total	16 hrs.

Second Semester

English	
Composition II ..	ENG 1123
History	3
Personal and Community Health I	HPR 1213
First Aid	HPR 2213
Oral Communication..	SPT 1113
Volleyball and Softball	HPR 1521
Total	16 hrs.

Second Year

First Semester

Literature	3
Zoology I	BIO 2414
Science	3
Recreational Leadership	HPR 2323
Adolescent Psychology	EPY 2523
Paddle Tennis and Square Dance ...	HPR 1531
Total	17 hrs.

Second Semester

Literature	3
Math or Science	
Elective	3
Electives	6
Educational Psychology	EDU 2543
Badminton and Tennis	HPR 1541
Total	16 hrs.

Physical Education majors are required to take the activities courses even though participating in varsity sports.

*Select from Economics, Political Science, or Sociology.

COURSE XXV
Secondary Education
***Science Majors—Biology**
First Year

First Semester

English	
Composition I . . .	ENG 1113
College Algebra . . .	MAT 1313
Gen. Chemistry I . .	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
History	3
Botany I	BIO 1313
Physical Education	1
Total	17 hrs.

Second Semester

English	
Composition II . .	ENG 1123
Trigonometry	MAT 1323
Gen. Chemistry II . .	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
History	3
Botany II	BIO 1323
Physical Education	1
Total	17 hrs.

Second Year**First Semester**

Literature	3
Zoology I	BIO 2414
Adolescent	
Psychology	EPY 2523
General	
Psychology I	PSY 1513
Fine Arts	3
Total	16 hrs.

Second Semester

Literature	3
Zoology II	BIO 2424
American National	
Government	PSC 1113
Educational	
Psychology	EDU 2543
Personal and Community	
Health I	HPR 1213
Total	16 hrs.

*By proper substitution into the above course outline, a student may meet the lower division requirements for teacher certification in Chemistry, Physics, Combined Science, General Science, or Earth Science.

HOLMES JUNIOR COLLEGE

COURSE XXVI Secondary Education Mathematics Majors

First Year

First Semester

English
Composition I ... ENG 1113
College Algebra ... MAT 1313
History 3
Fine Arts 3
Biological Science 3
Physical Education 1
Total 16 hrs.

Second Semester

English
Composition II .. ENG 1123
Trigonometry..... MAT 1323
History 3
General
Psychology I PSY 1513
Biological Science 3
Physical Education 1
Total 16 hrs.

Second Year

First Semester

Literature 3
Calculus IA..... MAT 1613
Adolescent
Psychology EPY 2523
Personal and Community
Health I HPR 1213
*Physical Science..... 3 or 4
Total 16 hrs.

Second Semester

Literature 3
Calculus IIA..... MAT 1623
Oral
Communication ... SPT 1113
American National
Government..... PSC 1113
*Physical Science..... 3 or 4
Total 16 hrs.

*PHY 2414 and PHY 2424 are suggested to meet the physical science requirements.

COURSE XXVII
Secondary Education
Business Education

First Year

First Semester

English	
Composition I ... ENG 1113	
General	
Psychology I PSY 1513	
History..... 3	
Modern	
Mathematics MAT 1743	
Music Appreciation . (MUS 1113)	
or Art Appreciation . ART 1113	
Physical Education 1	
Total	16 hrs.

Second Semester

English	
Composition II .. ENG 1123	
Adolescent	
Psychology PSY 2523	
History..... 3	
Principles of	
Accounting I ACC 1213	
American National	
Government..... PSC 1113	
Physical Education 1	
Total	16 hrs.

Second Year

First Semester

Principles of	
Accounting II.... ACC 1223	
Principles of	
Economics I ECO 2113	
Elective 1	
Botany I..... BIO 1313	
Literature 3	
Survey I..... PHY 2213	
Total	16 hrs.

Second Semester

Oral Communication..SPT 1113	
Personal and Community	
Health I HPR 1213	
Elective 1	
Zoology I BIO 2414	
Literature 3	
Science 3	
Total	17 hrs.

HOLMES JUNIOR COLLEGE

COURSE XXVIII
Secondary Education
Industrial Arts

First Year

First Semester

English	
Composition I ... ENG 1113	
Engineering	
Drawing I GRA 1113	
Woodwork I IED 1213	
Science 3	
Mathematics	
or History and	
Appreciation of the	
Artcrafts (IED 2413) 3	
Physical Education 1	
Total	16 hrs.

Second Semester

English	
Composition II .. ENG 1123	
Engineering	
Drawing II GRA 1123	
Woodwork II IED 1223	
Mathematics	
or History and	
Appreciation of the	
Artcrafts (IED 2413) 3	
Oral Communication..SPT 1113	
Physical Education 1	
Total	16 hrs.

Second Year

First Semester

General Metal Work .. IED 2313	
Literature 3	
History 3	
Adolescent	
Psychology EPY 2523	
American National	
Government PSC 1113	
Elective 1	
Total	16 hrs.

Second Semester

Forging & Welding .. IED 2323	
Literature 3	
History 3	
Personal and Community	
Health I HPR 1213	
Educational	
Psychology EDU 2543	
Elective 1	
Total	16 hrs.

COURSE XXIX
Industrial Technology

First Year

First Semester

English
 Composition I ... ENG 1113
 Engineering
 Drawing I GRA 1113
 Woodwork I IED 1213
 College Algebra ... MAT 1313
 General
 Psychology I PSY 1513
 Physical Education 1
 Total 16 hrs.

Second Semester

English
 Composition II .. ENG 1123
 Engineering
 Drawing II GRA 1123
 Woodwork II IED 1223
 Trigonometry MAT 1323
 American National
 Government PSC 1113
 Physical Education 1
 Total 16 hrs.

Second Year

First Semester

General Physics I .. PHY 2414
 General
 Chemistry I CHE 1213
 Calculus IA MAT 1613
 General Metal Work .. IED 2313
 History 3
 Total 16 hrs.

Second Semester

General Physics II .. PHY 2424
 General
 Chemistry II CHE 1223
 Elective 3
 Forging & Welding .. IED 2323
 Oral Communication .. SPT 1113
 Total 16 hrs.

HOLMES JUNIOR COLLEGE

COURSE XXX
Business and Commerce

First Year

First Semester

English	
Composition I ... ENG 1113	
History	3
Behavioral	
Science	3
College Algebra ... MAT 1313	
Oral Communication..SPT 1113	
or American National	
Government..... PSC 1113	
Physical Education	1
Total	16 hrs.

Second Semester

English	
Composition II .. ENG 1123	
History	3
Fine Arts	3
Finite Mathematics .. MAT 1333	
American National	
Government..... PSC 1113	
or Oral	
Communication ..SPT 1113	
Physical Education	1
Total	16 hrs.

Second Year

First Semester

Literature	3
Science	3
Principles of	
Economics I..... ECO 2113	
Business Law I BAD 2413	
Principles of	
Accounting I ACC 1213	
Elective	1
Total	16 hrs.

Second Semester

Literature	3
Science	3
Principles of	
Economics II ECO 2123	
Business	
Statistics	BAD 2323
Principles of	
Accounting II..... ACC 1223	
Elective	1
Total	16 hrs.

TECHNICAL EDUCATION

The programs of study set forth on the following pages are designed to lead to the Associate of Applied Science Degree from this college. They are designed for the student who desires to go to work upon completion of two years of college. These programs are referred to as terminal programs. They are not designed for transfer.

Students applying for admission in Technical Education must meet the same admission requirements as other college students. Although all courses offered in every program are college-level courses, most programs contain some courses which will not apply toward a bachelor's degree.

The student who completes the requirements for the Associate of Applied Science Degree is prepared to enter employment at the level of the semi-professional or technician. The demand for trained people at this level is very great, and it is expected to become greater.

General education electives are to be selected from the humanities (to include fine arts), social sciences (to include behavioral sciences), and natural sciences (to include mathematics).

TECHNICAL EDUCATION PROGRAMS**Business and Office Technology**

- (a) Accounting Clerk—One-Year Certificate
 - (b) Clerk Typist—One-Year Certificate
 - (c) Secretarial—One-Year Certificate
- and/or Associate of Applied Science Degree

Data Processing**Drafting and Design****Architectural Design and Construction****Child Care****Radio and Television Broadcasting****Banking and Finance**

HOLMES JUNIOR COLLEGE

COURSE XXXI
Business and Office Technology

First Year
(a) Accounting Clerk

First Semester

English
 Composition I ... ENG 1113
 Secretarial
 Accounting..... TAC 1114
 Records
 Management TBO 1313
 Electronic
 Calculators..... TBO 1513
 *Typewriting 3
 Total 16 hrs.

Second Semester

English
 Composition II .. ENG 1123
 Oral Communication..SPT 1113
 Business
 Communications ..TBO 2613
 Typewriting 3
 Office
 Practicum TBO 2323
 Data Entry and File
 Manipulation TDP 1112
 Total 17 hrs.

(b) Clerk Typist

First Semester

English
 Composition I ... ENG 1113
 Typewriting 3
 Electronic
 Calculators..... TBO 1513
 Records
 Management TBO 1313
 Reading..... 2
 Total 14 hrs.

Second Semester

English
 Composition II .. ENG 1123
 Typewriting 3
 Office
 Practicum TBO 2323
 Business
 Communication .. TBO 2613
 Oral Communication..SPT 1113
 Secretarial Practice ..TBO 1413
 Total 18 hrs.

(c) Secretarial Option

First Semester

English
 Composition I ... ENG 1113
 *Typewriting 3
 Electronic
 Calculators..... TBO 1513
 Reading..... 2
 **Elective 3
 Records
 Management TBO 1313
 Total 17 hrs.

Second Semester

English
 Composition II .. ENG 1123
 Typewriting 3
 Intermediate
 Shorthand II..... TBO 2223
 Office
 Practicum TBO 2323
 Secretarial
 Practice..... TBO 1413
 Data Entry and File
 Manipulation TDP 1112
 Total 17 hrs.

**Second Year
(Secretarial Only)**

First Semester

Secretarial	
Accounting.....	TAC 1114
Oral Communication..	SPT 1113
Advanced	
Shorthand III	TBO 3233
Typewriting	3
Business Law I	TBA 2413
Total	16 hrs.

Second Semester

Principles of	
Management	TBA 2513
Dictation and Transcription	
IV or restricted elective...	3
Business	
Communications ..	TBO 2613
General Education	
Electives	6
Total	15 hrs.

*Students with a year of high school typewriting normally schedule the intermediate level course. If these students elect (with the approval of the Academic Dean) to schedule the elementary level course, the credit earned may be applied toward a one-year Certificate or a two-year Certificate of Graduation only. The credit would not apply toward an Associate of Applied Science degree.

**Students who do not have one unit of high school shorthand are required to schedule TBO 1213-Elementary Shorthand I.

A student who successfully completes the Accounting Clerk program is prepared to perform a variety of calculating, bookkeeping, and typewriting duties necessary for initial employment in positions such as accounts payable or accounts receivable clerk, abstract examination clerk, or tax record clerk.

A student who successfully completes the Clerk-Typist program is prepared to fill general clerical positions in which skills such as typewriting, filing, and machine calculation are required.

A student who successfully completes the One-Year Secretarial curriculum is trained to enter the business world as a receptionist, general clerical employee, or stenographer.

A student who successfully completes the Two-Year Secretarial curriculum is competent to schedule appointments, give information to callers, handle mail, take dictation, act as an office hostess, and otherwise relieve officials of minor administrative and business details.

HOLMES JUNIOR COLLEGE

COURSE XXXII Data Processing

First Year

First Semester

English	
Composition I ...	ENG 1113
College Algebra ...	MAT 1313
Data Entry	TDP 1112
Introduction to Data Processing ..	TDP 1115
Oral Communication ..	SPT 1113
Total	16 hrs.

Second Semester

English	
Composition II ..	ENG 1123
Business	
Mathematics	BAD 1313
System Fundamentals with RPG.....	TDP 2115
Principles of Management	TBA 2513
Principles of Digital Hardware	TDP 2121
Total	15 hrs.

Second Year

First Semester

Business Law I	TBA 2413
Computer Business Applications.....	TDP 3115
Computer Operations	TDP 3124
Principles of Accounting I	ACC 1213
Total	15 hrs.

Second Semester

Business	
Communications ..	TBO 2613
Accounting Practice Case	ACC 1211
Principles of Accounting II	ACC 1223
Microcomputer Operations and Applications.....	TDP 4213
Systems Analysis and Design	TDP 4224
Advanced Programming....	TDP 4234
Total	18 hrs.

This program is designed to develop a business-oriented individual trained to perform such jobs as data entry operators, computer operators, or programmers. Advancement possibilities would include the following positions: data processing managers, custom engineers, systems analysts, or other managerial positions.

Throughout the program, students are confronted with simulated projects and problems that are prevalent in today's business operations. An individual will learn to analyze a business problem and formulate the solution to the problem using electronic data processing application training.

COURSE XXXIII
Drafting and Design Technology
First Year

First Semester

English
 Composition I ... ENG 1113
 Fundamentals of
 Drafting TGR 1113
 College Algebra ... MAT 1313
 Computational
 Methods TEG 1113
 Physics TPH 3123
 Reading 2
 Total 17 hrs.

Second Semester

English
 Composition II .. ENG 1123
 Descriptive
 Geometry TGR 2123
 Trigonometry..... MAT 1323
 Physics TPH 4123
 Machine Drafting .. TGR 2135
 Total 17 hrs.

Second Year**First Semester**

Structural Drafting ... TGR 4165
 Architectural
 Drafting TGR 3155
 *Cost and
 Estimating I TBC 3143
 Statics and Strength
 of Materials TEG 3133
 Total 16 hrs.

Second Semester

Electrical-Piping-Sheet
 Metal Drafting ... TGR 3145
 Map and Topographic
 Drawing TGR 4174
 Industrial
 Psychology TPY 2113
 Surveying TEG 4143
 Oral Communication.. SPT 1113
 Total 18 hrs.

*ECO 2113 or ART 1313 may be substituted at the advisor's discretion.

An instructional program that prepares individuals to assist mechanical, electrical and electronic, architectural, chemical, civil, or other engineers in the design and drafting of electrical circuits, machines, structures, weldments, or architectural plans. Includes instruction in the preparation of engineering plans, layouts, and detailed drawings according to conventional projection principles and techniques or as specified; preparation of charts, graphs, or diagrams; model making; and the use of handbook data germane to design and drafting in various engineering fields.

HOLMES JUNIOR COLLEGE

COURSE XXXIV

Architectural Design and Construction Technology

First Year

First Semester

English

Composition I ... ENG 1113

College Algebra ... MAT 1313

Methods and

Materials TBC 1133

Fundamentals

of Drafting TGR 1113

Computational

Methods TEG 1113

Welding

Applications..... TBC 1142

Total

17 hrs.

Second Semester

English

Composition II .. ENG 1123

Trigonometry..... MAT 1323

Construction Planning

and Scheduling .. TBC 2173

Construction Blueprint

Reading..... TBC 1123

Fundamentals of

Carpentry TBC 1113

Descriptive

Geometry TGR 2123

Total

18 hrs.

Second Year

First Semester

Architectural

Drafting TGR 3155

Cost and

Estimating I TBC 3143

Electrical Wiring ... TBC 3153

Introduction to Plumbing &

Pipe Fitting..... TBC 3213

Oral

Communication .. SPT 1113

Total

17 hrs.

Second Semester

Electrical-Piping-Sheet

Metal Drafting ... TGR 3145

Theory of Mechanical

Systems..... TBC 4113

Cost and

Estimating II..... TBC 4143

Elementary

Surveying TEG 4143

Total

14 hrs.

Construction Technology is concerned with the designing, supervision, and construction of homes, commercial buildings, and other building projects. Emphasis is placed on Architectural Technology, which offers such projects as building specifications and codes, blueprint reading, building design, cost and estimates.

Some of the many jobs available to persons trained in this field include: architectural and engineering draftsmen, junior engineering, general contractor's assistant, manager or salesman for building materials and lumber companies, appraiser and inspector, and estimator.

COURSE XXXV
Child Care Technology
First Year

First Semester

English
 Composition I ... ENG 1113
 Art for Children TCC 1123
 Child
 Development I ... TCC 1154
 Child Nutrition and Health
 Care or Elective 3
 Real Number
 System MAT 1723
 Total 16 hrs.

Second Semester

English
 Composition II .. ENG 1123
 Music for Children ... TCC 2113
 Child
 Development II .. TCC 2154
 First Aid TTC 2111
 Child Nutrition and Health
 Care or Elective 2 or 3
 Marriage & Family .. SOC 2143
 Total 16 or 17 hrs.

Second Year

First Semester

Physical and Motor
 Development for
 Children TCC 3143
 Methods & Materials for
 Teaching Children.. TCC 3153
 Language Arts for
 Children TCC 3133
 Day Care & Kindergarten
 Practicum I TCC 3124
 General Psychology.. PSY 1513
 Total 16 hrs.

Second Semester

Oral Communication.. SPT 1113
 Administration of Programs for
 Young Children .. TCC 4113
 Teaching The Special
 Child TCC 4123
 Day Care & Kindergarten
 Practicum II TCC 4114
 *Elective 3
 Total 16 hrs.

*Electives are to be selected with the approval of the advisor.

An instructional program that generally prepares individuals for occupations in child care and guidance, foster care/family day care, and teacher assistance, often under the supervision of professional personnel. Includes instruction in child growth and development; nutrition; program planning and management; safety and behavior guidance; recreational and play activities; child abuse and neglect; parent-child personal relationships; learning experiences for children; interpersonal relationships; and laws, regulations, and policies relating to child-care services and maintenance of children's environments.

COURSE XXXVI
Radio and Television Broadcasting Technology
First Year

First Semester

English	
Composition I ... ENG 1113	
Reading..... 2	
Oral Communication...SPT 1113	
Introduction to Radio	
and Television... TRT 1213	
Radio and Television	
Writing I TRT 1312	
Radio Station	
Operations I..... TRT 1414	
Total	17 hrs.

Second Semester

English	
Composition II .. ENG 1123	
Reading..... 2	
General Education	
Elective 3	
Radio and Television	
Writing II..... TRT 2312	
Radio Station	
Operations II TRT 2414	
College	
Publications I.... JOU 1111	
Total	15 hrs.

Second Year**First Semester**

Radio and Television	
Laboratory I TRT 3512	
Television	
Production I..... TRT 3613	
Mass	
Communication I..TRT 3712	
Station	
Administration I...TRT 3812	
Electives 4	
General Education	
Elective 3	
Total	16 hrs.

Second Semester

Radio and Television	
Laboratory II TRT 4512	
Television	
Production II TRT 4613	
Mass	
Communication II..TRT 4712	
Station	
Administration II ..TRT 4812	
Electives 7	
Total	16 hrs.

*Electives are to be selected with the approval of the advisor.

An instructional program that prepares individuals to support broadcast managers in the production of materials and the production and broadcasting of materials or programs. Includes instruction in the equipment, processes, and procedures used in producing and making radio or television broadcasts; various components, specialized equipment, and systems of devices employed in broadcast operations; electronic communication, both radio and television; script and program preparation; photographic and audio-recording of material to be broadcast; monitoring, modulating, and controlling the broadcast processes; and recording and storing broadcast materials.

COURSE XXXVII
Banking and Finance Technology

Banking and Finance Technology is a technical program offered cooperatively by Holmes Junior College and the American Institute of Banking (AIB). The College has signed a letter of understanding (which is reaffirmed annually) with AIB whereby credit earned in this curriculum will count toward both an Associate degree from Holmes Junior College and diplomas awarded by AIB. The banking and finance courses are coordinated with the Central Mississippi Study Group of the AIB—a group of bank employees. The Executive Committee of the Study Group works with the Director of Continuing Education to plan and coordinate the program. The Committee recommends and approves instructors for the banking courses, subject to the approval of the college. The Executive Committee also monitors the AIB courses to assure quality and consistency and to ensure that AIB standards are achieved and maintained.

This program is designed for persons employed by a bank and for those who wish to obtain employment in this field. The courses provide the student with the general education background as well as the specific training needed for success in the banking industry. Upon successful completion of the program, a student is eligible for the Associate of Applied Science degree from Holmes Junior College and the appropriate AIB diplomas.

CURRICULUMS

AIB Diplomas

Foundations of Banking.....	12 AIB credits
Applied Diplomas (7 options).....	21 AIB credits
Bank Management Skills and Theory	12 AIB credits

ASSOCIATE OF APPLIED SCIENCE DEGREE

*General Education core (minimum)	
English Composition I & II	6 hrs.
Accounting Principles I & II	6 hrs.
Business Law	3 hrs.
Oral Communication	3 hrs.
Total	18 hrs.
Banking and Finance Technology Courses (maximum)	46 hrs.
Total	64 hrs.

*Students may take additional general education courses that will count as banking support credits toward earning AIB diplomas. Interested students should refer to a current AIB catalog and contact the local AIB study group for additional information.



VOCATIONAL EDUCATION

The Division of Vocational Education provides programs of study, facilities, and instruction of high quality to every youth and adult who possesses the desire and capability to acquire the knowledge and skills which will enable him to successfully enter and compete in the world of work. Specific occupational training is offered in eight courses of study, each having the objective of aiding students in developing those skills, attitudes, understandings, work habits, and knowledge which will lead to a productive, personally satisfying, and socially useful life.

VIDS — Vocational Individualized Development System. As a support service of Vocational-Technical Education, VIDS will assist students in correcting basic skill deficiencies. Students who function below the tenth grade (as ascertained by standardized testing), will be required to attend the VIDS for a minimum of three hours per week.

A certificate is awarded upon successful completion of vocational courses.



COURSE XL
Agricultural Power Machinery**Page**

An instructional program that prepares individuals to select, operate, service, maintain, and repair a variety of agricultural power units and agricultural machinery and equipment. Includes instruction in gas, diesel, and electric units; welding, refrigeration; and hydraulics and other power systems.

This course requires the equivalent of four semesters of class attendance for completion. It meets 30 hours per week. The class is limited to twenty students.

COURSE XLI
Automotive Mechanics**Myrick, Rigby**

An instructional program that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Includes instruction in the diagnosis of malfunctions in and repair of engines; fuel, electrical, cooling, and brake systems; and drive train and suspension systems. Also instruction is given in the adjustment and repair of individual components and systems such as radiators, transmissions, and carburetors.

This course requires the equivalent of four semesters of class attendance for completion. It meets 30 hours per week. The two classes are limited to forty students.

COURSE XLII
Cosmetology**Hutchison**

This course is an instructional program designed to prepare students to care for and beautify hair, complexion, and hands by giving shampoos, rinses, scalp treatments, styling, cutting, coloring, bleaching, permanent waving and chemical relaxing; and giving facials, manicures, and hand and arm massage, with emphasis on hygiene sanitation, customer relations and salon management. Instruction qualifies the student who satisfactorily completes this course to be issued a certificate which entitles the student to take the State Cosmetology Board Examination for a license to become a hairdresser in the State of Mississippi.

This course requires that students meet class for a minimum of 1500 clock hours. The class is limited to twenty students.

COURSE XLIII
Machine Tool Operation/Machine Shop
Jenkins

An instructional program that prepares individuals to shape metal parts on machines such as lathes, grinders, drill presses, milling machines, and shapers. Programs may also train individuals in the use of one machine tool. Includes instruction in making computations related to work dimensions, testing feeds and speeds of machines using precision measuring instruments such as lay out tools, micrometers, and gauges; machining and heat-treating various metals; and in laying out machine parts.

This course requires the equivalent of four semesters of class attendance for completion. It meets 30 hours per week. The class is limited to twenty students.

COURSE XLIV
Communication Electronics
Arnett

An instructional program that prepares individuals to assemble, install, operate, maintain, and repair one- and two-way communications equipment and systems, including AM and FM radio, television, hearing aids, and other electronic communication devices, or systems. Includes instruction in using actual equipment or educational trainers, in various types of equipment, motors, mechanical devices, power suppliers, amplifiers, and digital circuitry; the use of testing equipment; and Federal Communications Commission (FCC) licensing requirements.

This course requires the equivalent of four semesters of class attendance for completion. It meets 30 hours per week. The class is limited to twenty students.

COURSE XLV
Heating, Air Conditioning, and Refrigeration Mechanics
McKibben

An instructional program that generally prepares individuals to install, repair, and maintain the operating condition of heating, air conditioning, and refrigeration systems.

This course requires the equivalent of four semesters of class attendance for completion. It meets 30 hours per week. The class is limited to twenty students.

HOLMES JUNIOR COLLEGE**COURSE XLVI**
Welding, Brazing, and Soldering
Taylor, W., Burrell

An instructional program that prepares individuals to use gases and/or welding processes and to braze and solder metal parts according to diagrams, blueprints, or written specifications.

This course requires the equivalent of two semesters of class attendance for completion. It meets 30 hours per week. The two classes are limited to forty students.

COURSE XLVII
Practical Nursing

Note: This course is not taught on campus.

This is a twelve-month course designed to prepare qualified men and women to become, upon completion of the prescribed course of study and satisfactory writing of the State Board Examination, Licensed Practical Nurses. The first four months foundation period offers instruction in orientation to practical nursing, health, normal nutrition, human development, introduction to nursing the patient, introduction to illness, and nursing care of selected patients.

The remaining eight months of training offer clinical experience and theory in medical-surgical nursing, pediatric nursing, and maternity nursing. A certificate is awarded upon completion of the course. Each class is limited to fifteen students.

COURSE XLVIII
Auto Body Repair**Ellis**

An instructional program that prepares individuals to repair body and fenders of automobiles. Includes instruction in body preparation for painting and finishing.

This course requires the equivalent of four semesters of class attendance for completion. It meets 30 hours per week. The class is limited to twenty students.

KOSCIUSKO SKILL CENTER

Building Construction

Journey

The building construction course is designed to provide trainees with proper instructions leading toward entry level unsubsidized employment as a residential or commercial carpenter helper. After completion of this course, the trainee will be prepared to locate, enter, and succeed in private unsubsidized employment as a residential or commercial carpenter helper.

The course runs for one (1) year, open-entry-open-exit, meeting six (6) hours a day, five (5) days per week. The class is limited to ten (10) students with a total of fifteen (15) students to be trained in one (1) year.

Combination Welding

Blackstock

The combination welding course provides comprehensive vocational training in all facets of the welding field. Students learn to work with blueprints and to set up and operate hand and semi-automatic electric arc, oxygen acetylene, and inert gas (heliarc) welding equipment. Basic units of instruction include: all position welding (flat, vertical, horizontal, and overhead), brazing, soldering, cutting, cast iron welding, pipe welding and stainless steel and aluminum welding.

The course runs for 6 months open-entry-open exit, meeting 7 hours per day per week. The course is limited to 15 students.

Residential and Light Industrial Electricity

King

This course is designed to train the students to perform the following jobs at an occupational entry level. 1. Completely wire or rewire residence to code of specifications. 2. Install commercial conduit electrical systems. 3. Design residential wiring systems. 4. Perform general plant electrical maintenance work. The students are taught to use the necessary tools, equipment and testing devices.

The course runs for 6 months open-entry-open-exit, meeting 7 hours per day for 5 school days per week (35) hours per week. The class is limited to 10 students.

Sheet Metal**Bayne**

The sheet metal course is designed to teach a knowledge of hand and power tools, application of sheet metal materials, basic blueprint reading, sheet metal layout, construction and installation of duct work for heating and cooling for both residential and industrial buildings. Basic techniques for constructing and installing drain gutters, flashings, copings, decking cornices, tanks, louvers, and skylights are taught.

The course meets 6 hours per day for approximately 29 weeks. The class is limited to 10 participants, with open entry/open exit.

Industrial Maintenance**Javid**

This high technology course is designed to train workers who have been laid-off and are unlikely to return to their previous occupation or industry. These workers are trained in a combination of skills necessary to perform industrial mechanics, primarily for production type industries. Training components include industrial electricity, hydraulics and pneumatics, welding, machine shop, industrial operation, and individual skill assessment.

There are 10 slots available during the 9-months life cycle of the program. The course meets 6 hours per day.

Home Health Aide**Dodd**

The home health aide program is designed to train individuals who can provide services at a skill level below that of skilled nursing care, but above that level generally available from family and friends. Potential placements and/or functions for those completing the training program include aides, attendants, and other agency staff functions for hospitals, nursing homes, and other health care facilities as well as in-home care for families and individuals needing companion, respite, hospice, homemaker, chore, and limited health support care.

There are 10 slots available during each of the 4-months life cycle of the program. The course meets 6 hours per day.

Employment Preparation

Redd

The employment preparation programs, one for youth and one for adults, are designed to prepare participants who are 18 years of age or older to score satisfactorily on the GED tests in order that they may qualify for a GED certificate. The training will also provide participants with the requirements for entrance into vocational training programs offered by the junior colleges. Additionally, participants will be involved in awareness programs that relate to career orientation, job seeking and keeping skills, employability skills, positive self concepts and good attitudes, resolution to personal problems that are barriers to employment, completion of employment forms, i.e. applications, preparation of resumes, and how to do a successful interview. The elements of human relations and communications are stressed to a considerable degree.

There are 12 slots available at each training site during the 3-months life cycle of the programs. Classes meet 6 hours per day.



ACADEMIC

The following course descriptions indicate the number of lectures and laboratory periods per week. Credit is awarded in terms of semester hours. The last digit in the course number always indicates the hours credit awarded for satisfactory completion.

ACCOUNTING**Covington****ACC 1213—Principles of Accounting I.**

A study of the elementary accounting principles as applied to the various forms of business organizations, and an introduction to specialized fields of accounting. Three lectures. Three hours credit.

ACC 1223—Principles of Accounting II (Prerequisite: ACC 1213).

A continuation of Accounting 1213. Three lectures. Three hours credit.

ACC 1211—Accounting Practice Case I (Prerequisite: ACC 1213 or concurrent enrollment)

Completion of two practice sets for single proprietorships. One business uses the sales, cash receipts, purchases, and cash payments journals and the other uses the voucher system. Two hours laboratory. One hour credit.

BUSINESS ADMINISTRATION**Covington, Rule****BAD 1313—Business Mathematics.**

Emphasis is placed on the study of the fundamental processes, fractions, decimals, percentage, and problem solving. The application of these fundamental processes is applied toward the problems of business which the student will encounter in the various commercial fields. Three lectures. Three hours credit.

BAD 2323—Business Statistics. (Prerequisite: MAT 1313).

Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data for business management and control. Three lectures. Three hours credit.

BAD 2413—Business Law I.

This course is designed to acquaint the students with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to law; law of contracts; agencies and employment; negotiable instruments and commercial papers. Three lectures. Three hours credit.

BAD 2513—Principles of Management.

This course is a study of basic management principles as applied to the function of planning, organizing, directing, controlling, and coordinating with effective communication in business enterprise. Three lectures. Three hours credit.

BIOLOGY**Dakin, Sims****BIO 1313—Botany I.**

A laboratory course dealing with the application of biological principles to the study of plants including a survey of the kinds, their structure and function. Two lectures. Two hours laboratory. Three hours credit.

BIO 1323—Botany II. (Prerequisite: BIO 1313).

A continuation of BIO 1313. Two lectures. Two hours laboratory. Three hours credit.

BIO 1514—Anatomy and Physiology I.

An anatomical and physiological study of the human body, particularly the skeletal, muscular and nervous systems. Each system is considered in detail regarding both structure and function. Three lectures. Two hours laboratory. Four hours credit.

BIO 1524—Anatomy and Physiology II. (Prerequisite: BIO 1514).

A continuation of Anatomy and Physiology I. A study of circulatory, respiratory, digestive, urinary, reproductive and endocrine systems. Three lectures. Two hours laboratory. Four hours credit.

BIO 2313—Dendrology. (Prerequisite: BIO 1313).

Identification, recognition, and morphological characteristics of woody plants. Two lectures. Four hours laboratory and field work. Three hours credit.

BIO 2414—Zoology I.

A laboratory course dealing with the application of biological principles to the study of animals including a survey of the kinds, their structure, and function. Emphasis is on the invertebrates. Three lectures. Two hours laboratory. Four hours credit.

BIO 2424—Zoology II. (Prerequisite: BIO 2414).

A continuation of BIO 2414 with emphasis on the vertebrates. Three lectures. Two hours laboratory. Four hours credit.

BIO 2924—Microbiology.

A survey of the microbes (microscopic organisms) of the plant and animal kingdoms, with emphasis and detailed study being placed on those affecting other forms of life, especially man. Laboratory is devoted to basic techniques of microbial study, such as culturing, identifying, control, anatomy and life cycles. Three lectures. Two hours laboratory. Four hours credit.

CHEMISTRY**Badger****CHE 1103—General Chemistry Survey (Basic).**

An introduction to the concepts and skills needed to understand general chemistry and the physical sciences. Topics covered include basic math and algebra, the use of calculators, and many fundamental chemistry principles. Three lectures. Three hours institutional credit. (Not designed to transfer.)

CHE 1211—General Chemistry Laboratory I.

Selected experiments to illustrate the principles taught in lecture. Three hours laboratory. One hour credit.

CHE 1213—General Chemistry I.

This course covers the fundamental law and theories of chemistry, together with a study of the descriptive chemistry of the non-metallic elements. Three lectures. Three hours credit.

CHE 1221—General Chemistry Laboratory II.

Selected experiments to illustrate the principles taught in lecture. Three hours laboratory. One hour credit.

CHE 1223—General Chemistry II. (Prerequisite: CHE 1213).

A study of the metals, their properties, uses, and identification. The topics of ionization, chemical equilibrium and the colloidal state are taken up. Three lectures. Three hours credit.

CHE 2424—Organic Chemistry I (Prerequisite: CHE 1223).

Basic principles of carbon chemistry bonding, structure, and behavior; aliphatic compounds; identification and preparation of compounds. Three lectures. Three hours laboratory. Four hours credit.

CHE 2434—Organic Chemistry II. (Prerequisite: CHE 2424).

Continuation of Chemistry 2424. Aromatic and complex compounds. Three lectures. Three hours laboratory. Four hours credit.

COMPUTER SCIENCE**Burrell****CSC 1113—Introduction to Computer Concepts (Co-requisite: Enrollment in MAT 1313 or higher math).**

Introduction to the basic concepts and structure of computers and computer programming; flow charting; data representation; machine logic; history of computing; introduction to BASIC programming. Three lectures. Three hours credit.

CSC 1613—Computer Programming I (Prerequisite: CSC 1113).

Introduction to problem-solving methods and algorithm development; designing, debugging, and documentation in PASCAL with a variety of applications. Three lectures. Three hours credit.

CSC 2543—Introduction to Computer Systems. (Advanced Computer Programming).

Basic concepts of computer systems; computer architecture; machine assembly-level and macro-languages. Two lectures. Two hours laboratory. Three hours credit.

CSC 2623—Computer Programming II.

Continued program development; algorithm analysis; string processing; recursion; internal search/sort methods; simple data structures; debugging and testing of larger programs. Two lectures. Two hours laboratory. Three hours credit.

CSC 2713—Introduction to File Processing.

To introduce concepts and characteristics of storage devices; file processing techniques, data structures; elementary data base concepts. Three lectures. Three hours credit.

ECONOMICS

Covington

ECO 2113—Principles of Economics I. (Macroeconomics).

An introduction to economic principles, problems, and policies with emphasis on the monetary system and national income theory and measurement. Three lectures. Three hours credit.

ECO 2123—Principles of Economics II. (Microeconomics).

A continuation of ECO 2113 with emphasis on price and production theory and international trade. Three lectures. Three hours credit.

EDUCATION

Henson, Dickey, Newton

EDU 1311—Orientation.

This course is designed to help the freshman adjust himself to college life. It includes a study of personal and social adjustments. It teaches effective study habits, reading methods, use of the library, note taking, report writing, and gives the student guidance in collegiate life. One lecture. One hour credit.

EDU 1613—Foundations of Education.

Survey of the history and philosophies of American education with special emphasis on current issues and problems in education. Three lectures. Three hours credit.

EDU 2543—Educational Psychology. (Prerequisite: Sophomore standing, EPY 2513, or PSY 1513).

This course includes the study of such topics as health, general process of growth, interests and incentives, social psychology of the child, and the development of intelligence and learning. Three lectures. Three hours credit.

ENGINEERING**EGR 2413—Engineering Mechanics I (Statics).**

Vector Algebra, force systems, equilibrium, moments, machines, frames, trusses, friction, centroids, inertia. Three lectures. Three hours credit.

ENGLISH

Bunch, Gill, Haley, Power

ENG 1103—Developmental English I.

This course in writing stresses basic communication skills—writing of paragraphs, outlines, summaries and essays, general review of mechanics, and reading for ideas included. Three lectures. Two hours laboratory. Three hours institutional credit. (Not designed to transfer).

ENG 1113—English Composition I.

A study of grammar and composition, with emphasis on the sentence and the paragraph. Readings, frequent themes. Three lectures. Three hours credit.

ENG 1123—English Composition II. (Prerequisite: ENG 1113).

A continuation of ENG 1113 with emphasis on the whole composition. Readings, themes, and research paper required. Three lectures. Three hours credit.

ENG 1203—Developmental English II.

A continuation of ENG 1103. Three lectures and two hours laboratory. Three hours institutional credit. (Not designed to transfer).

ENG 2223—American Literature I.

Representative prose and poetry of the United States from Colonial beginnings through Walt Whitman. Three lectures. Three hours credit.

ENG 2233—American Literature II.

Representative prose and poetry of the United States from Walt Whitman to the present. Three lectures. Three hours credit.

ENG 2323—English Literature I.

A survey of English literature from Beowulf through the Age of Neo-Classicism. Three lectures. Three hours credit.

ENG 2333—English Literature II.

A survey of English literature from the Age of Revolution and Romance to the present time. Three lectures. Three hours credit.

EDUCATIONAL PSYCHOLOGY**Henson****EPY 2513—Child Psychology (Human Growth and Development I).**

A course which deals with the various aspects of human growth and development. Problems studied include physical, mental, social, and emotional development from infancy through preadolescence. Special attention is given to the implications for education. Three lectures. Three hours credit.

EPY 2523—Adolescent Psychology (Human Growth and Development II).

A study of the individual during the adolescent years. Three lectures. Three hours credit.

EPY 2533—Human Growth and Development.

This course is designed to study the human organism as it is affected by growth and development from conception to old age; including topics concerning significant changes in abilities, interests, social and emotional adjustments of each maturity level and important implications of growth and development to nurses. Three lectures. Three hours credit.

GEOGRAPHY**Brown****GEO 1113—World Geography.**

A regional survey of the basic geographic features and major new developments of the nations of the world. Three lectures. Three hours credit.

GRAPHICS AND DRAWING**Cox, Miles****GRA 1113—Engineering Drawing I.**

The use of instruments, geometric construction, orthographic projections, sectional views, and lettering. Six hours laboratory. Three hours credit.

GRA 1123—Engineering Drawing II. (Prerequisite: GRA 1113).

Auxiliary views, dimensioning, isometric projections, oblique drawing, and fasteners, concepts of descriptive geometry. Six hours laboratory. Three hours credit.

GRA 1143—Graphic Communications.

Blueprint reading, general use of instruments, understanding basic lines and planes. Lettering theory of projection drawing; technical communication through orthographic, auxiliary, and oblique vision. Six hours laboratory. Three hours credit.

GRA 1153—Visualization and Graphic Design. (Prerequisite: GRA 1143).

Freehand methods and practice in pictorial and orthographic projections. Detail and sectional graphic design problems involving the geometry of points, lines, and planes in space relationships, concepts of descriptive geometry. Six hours laboratory. Three hours credit.

HISTORY

Brown, Butler, Lovette

HIS 1113—Western Civilization I.

A general survey of European history from ancient times to 1660 A.D. Three lectures. Three hours credit.

HIS 1123—Western Civilization II.

A general survey of Western civilization since 1660 A.D. Three lectures. Three hours credit.

HIS 2213—American (U.S.) History I.

This course is a survey of U.S. History from the period of discovery and exploration through the Reconstruction. Three lectures. Three hours credit.

HIS 2223—American (U.S.) History II.

This course is a survey of U.S. History from Reconstruction to the present. Three lectures. Three hours credit.

HEALTH, PHYSICAL EDUCATION AND RECREATION

Fulce, Kimble, Shurden, Sullivan

HPR 1111—General Activities (First Course).

These courses include varied exercises and activities such as volleyball, etc. No lecture is involved. Not designed for physical education majors. Two classes. One hour credit.

HPR 1121—General Activities (Second Course).

Same description as HPR 1111. Two classes. One hour credit.

HPR 1131—Varsity Sports.

Participation in _____ varsity sport. One hour credit.
(name sports)

HPR 1141—Varsity Sports.

Participation in _____ varsity sport. One hour credit.
(name sports)

HPR 1213—Personal and Community Health I.

Application of principles and practices of healthful living to the individual and community; major health problems and the mutual

responsibilities of home, school, and health agencies. Three lectures. Three hours credit.

HPR 1313—Introduction to Health, Physical Education and Recreation.

Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunities of professional personnel. Orientation of student to opportunities in the field. Three lectures. Three hours credit.

HPR 1511—Team Sports (First Course).

Lecture on rules and techniques in basketball, stunts and tumbling. Two classes. One hour credit.

HPR 1521—Team Sports (Second Course).

Lecture on rules and techniques in volleyball and softball. Two classes. One hour credit.

HPR 1531—Individual and Dual Sports (First Course).

Lecture and practice in paddle tennis and flag football. Two classes. One hour credit.

HPR 1541—Individual and Dual Sports (Second Course).

Lecture and practice in badminton and tennis. Two classes. One hour credit.

HPR 2111—General Activities (Third Course).

Same description as HPR 1111. Two classes. One hour credit.

HPR 2121—General Activities (Fourth Course).

Same description as HPR 1111. Two classes. One hour credit.

HPR 2131—Varsity Sports.

Participation in _____ varsity sport. One hour credit.
(name sports)

HPR 2141—Varsity Sports.

Participation in _____ varsity sport. One hour credit.
(name sports)

HPR 2213—First Aid and Civil Defense.

First aid treatment as practiced by the American Red Cross; Standard, Advanced, and Instructor's Courses. Civil Defense adult education course teaching personal and family survival under nuclear attack and natural disaster. Three lectures. Three hours credit.

HPR 2323—Recreational Leadership.

Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three lectures. Three hours credit.

INDUSTRIAL EDUCATION

Cox

IED 1213—Woodwork I.

Knowledge, appreciation, and skill in use of hand tools; woods, joints, finishes, fasteners, and job planning. Six hours laboratory. Three hours credit.

IED 1223—Woodwork II.

Mill practices and techniques. Machine tool operation; job planning and design. Six hours laboratory. Three hours credit.

IED 2313—General Metal Work.

Design in metal, new materials, jigs, machine processes, and metal finishes; construction of metal projects. Six hours laboratory. Three hours credit.

IED 2323—Forging and Welding.

Practice in handforging; annealing, hardening, and tempering of tool steel; gas and electric welding. Six hours laboratory. Three hours credit.

IED 2413—History and Appreciation of the Artcrafts.

Growth and development of the artcrafts through the ages; instructional materials; practical designs; construction of projects in art metal, leather, plastics, ceramics, and other handicrafts. One lecture. Four hours laboratory. Three hours credit.

JOURNALISM

Williams, Irby

JOU 1111—College Publications I.

A laboratory course designed to give practical experience in working with the college yearbook, the *Horizons* or the college newspaper the *Growl*. Planning, lay-outs, typewriting, proofreading, and photography will be emphasized according to student interest. Two hours laboratory. One hour credit.

JOU 1121—College Publications II.

A continuation of JOU 1111. Two hours laboratory. One hour credit.

JOU 2111—College Publications III.

A laboratory course that will include coverage of news events on campus, photography, sports writing, and editorial writing. Advancement of skills in headline writing, copy editing, and makeup and design will be stressed. Two hours laboratory. One hour credit.

JOU 2121—College Publications IV.

A continuation of JOU 2111. Two hours laboratory. One hour credit.

MATHEMATICS**Boggan, Kimble, Rule****MAT 1103—Developmental Math I.**

This course is designed for the student who is lacking in fundamental arithmetical skills. The course will cover the four fundamental operations in arithmetic: fractions, decimals, percentages, and verbal problems. Three lectures. Three hours institutional credit. (Not designed to transfer).

MAT 1213—College Mathematics I. (Arithmetic & Algebra).

This course is designed to develop for the student the mathematical concepts and techniques for a program in general education. The basic concepts of arithmetic and an introduction to the fundamentals of elementary algebra are presented. Three lectures. Three hours credit.

MAT 1233—Intermediate Algebra. (Prerequisite: One year high school algebra or MAT 1213).

This course is designed for students whose qualifications are deficient for College Algebra and for students whose curriculum requires three hours of mathematics for graduation. Materials covered include algebraic factoring, fractions, problem solving, roots and radicals, quadratics, graphics, and simultaneous equations and basic geometric concepts. Three lectures. Three hours credit.

MAT 1313—College Algebra. (Prerequisite: Two years high school algebra or MAT 1233).

This comprises a review of algebraic operations, systems of linear equations, and quadratic equations; and a study of logarithms, determinants, progressions, binomial theorem, partial fractions, and theory of equations. Three lectures. Three hours credit.

MAT 1323—Trigonometry. (Prerequisite: MAT 1313 or permission of Academic Dean).

This course is a study of solutions of right and oblique triangles, identities, trigonometric equations, and polar and parametric equations. Three lectures. Three hours credit.

MAT 1333—Finite Mathematics. (Prerequisite: MAT 1313).

Introduction to symbolic logic, set theory, probability theory, difference equations, linear programming, and game theory with applications oriented toward business decision making and the behavioral sciences. Three lectures. Three hours credit.

MAT 1613—Calculus IA.

Coordinate systems; basic theorems of analytics; functions; limits; the derivative; the integral; differentiation and integration of algebraic functions; applications. Three lectures. Three hours credit.

MAT 1623—Calculus IIA. (Prerequisite: MAT 1613).

Differentiation and integration of transcendental functions; the definite integral; methods of integration; applications. Three lectures. Three hours credit.

MAT 1723—The Real Number System.

Open only to elementary or special education majors. Structure and properties of the number systems of arithmetic. Three lectures. Three hours credit.

MAT 1733—Geometry, Measurement and Probability.

Open only to elementary or special education majors. Intuitive foundations of geometry, basic concepts of measurements and probability. Three lectures. Three hours credit.

MAT 2613—Calculus IIIA. (Prerequisite: MAT 2613).

Solid analytics; vectors; improper integrals; line integration. Three lectures. Three hours credit.

MAT 2623—Calculus IVA. (Prerequisite: MAT 2613).

Infinite series; partial differentiation; multiple integrals. Three lectures. Three hours credit.

MAT 2913—Differential Equations. (Prerequisite: MAT 1623 and concurrent enrollment in MAT 2613).

Solution of first and higher order differential equations; existence theorems; solution by series; and application to problems in geometry, physics, and chemistry. Three lectures. Three hours credit.

MODERN FOREIGN LANGUAGE**Chisholm****MFL 1113—Elementary French I.**

This course is designed to develop basic language skills; speaking, reading, writing. Phonetic symbols are used to aid correct pronunciation, but the principal aid is to be found in the language laboratory. Three lectures. One hour laboratory. Three hours credit.

MFL 1123—Elementary French II.

A continuation of MFL 1113. Special drill on verb forms and uses, as well as idiomatic vocabulary, by means of oral and written exercises. Three lectures. One hour laboratory. Three hours credit.

MFL 1313—Elementary German I.

This course covers the fundamentals of grammar, conversation, and reading. Emphasis is not only on syntax but also on vocabulary and pronunciation with practice in listening and speaking. Three lectures. One hour laboratory. Three hours credit.

MFL 1323—Elementary German II.

A continuation of German 1313. Three lectures. One hour laboratory. Three hours credit.

MFL 2113—Intermediate French I.

A review of French grammar, and continued development of basic language skills. Reading materials are used which have literary and cultural value. Three lectures. One hour laboratory. Three hours credit.

MFL 2123—Intermediate French II.

Literary and cultural appreciation of the language and the country is enhanced by the reading of a book which pictures life in a typical French village, with class conversation concerning the contents of this book. Three lectures. One hour laboratory. Three hours credit.

MFL 2313—Intermediate German I.

This course is primarily a reading course. A review of grammar is provided as well as practice in comprehension and speaking. Three lectures. One hour laboratory. Three hours credit.

MFL 2323—Intermediate German II.

A continuation of German 2313. Three lectures. One hour laboratory. Three hours credit.

MUSIC

Carter, Chisholm, Sheppard, Irby

MUSIC FOUNDATIONS

(Education, Literature, and Theory)

MUS 1113—Music Appreciation.

Listening course designed to give the student, through aural perception, understanding and appreciation of music as a moving force in Western Culture. Three lectures. Three hours credit.

MUS 1214, 1224, 2214, 2224—Music Theory I, II, III, IV.

Recognition and part writing. Diatonic intervals, major and minor triads, rhythmic and melodic patterns. Correlated keyboard harmony and dictation. Sight singing in bass and treble clefs. Three lectures. Two hours laboratory. Four hours credit.

MUS 2312—Music History I.

Music of the Middle Ages and Renaissance. Music before 1600 viewed in the broad perspective of the trends and movements of general cultural history; emphasis on listening and analysis. Two lectures. One hour laboratory. Two hours credit.

MUS 2322—Music History II.

Music of the Baroque and Classic Periods. The period 1600 through the works of Beethoven. Two lectures. One hour laboratory. Two hours credit.

MUSIC APPLIED

(Brass, Organ, Percussion, Piano, Voice, and Woodwinds)

MUA 1141, 1151, 2141, 2151—Brass for Non-Majors I, II, III, IV.

One hour private instruction. Three hours practice. One hour credit.

MUA 1172, 1182, 2172, 2182—Brass for Music Education Majors I, II, III, IV.

One hour private instruction. Six hours practice. Two hours credit.

MUA 1331, 1341, 2331, 2341—Organ for Non-Majors I, II, III, IV.

One hour private instruction. Three hours practice. One hour credit.

MUA 1363, 1373, 2363, 2373—Organ for Music Majors I, II, III, IV.

One hour private instruction. Nine hours practice. Three hours credit.

MUA 1441, 1451, 2441, 2451—Percussion for Non-Majors I, II, III, IV.

One hour private instruction. Three hours practice. One hour credit.

MUA 1472, 1482, 2472, 2482—Percussion for Music Education Majors I, II, III, IV.

One hour private instruction. Six hours practice. Two hours credit.

MUA 1511, 1521, 2511, 2521—Class Piano I, II, III, IV.

For instrumental and voice majors only. One lesson. Three hours practice. One hour credit.

MUA 1541, 1551, 2541, 2551—Piano for Non-Majors I, II, III, IV.

One lesson. Three hours practice. One hour credit.

MUA 1573, 1583, 2573, 2583—Piano for Music Majors I, II, III, IV.

One hour private instruction. Nine hours practice. Three hours credit.

MUA 1641, 1651, 2641, 2651—Strings for Non-Majors I, II, III, IV.

One hour private instruction. Three hours practice. One hour credit.

MUA 1672, 1682, 2672, 2682—Strings for Music Education Majors I, II, III, IV.

One hour private instruction. Six hours practice. Two hours credit.

MUA 1711, 1721—Class Voice I, II.

For Piano, Organ, and Instrumental majors only. One lesson. Three hours practice. One hour credit.

MUA 1741, 1751, 2741, 2751—Voice for Non-Majors I, II, III, IV.
One lesson. Three hours practice. One hour credit.

MUA 1772, 1782, 2772, 2782—Voice for Music Education Majors I, II, III, IV.

One hour private instruction. Six hours practice. Two hours credit.

MUA 1841, 1851, 2841, 2851—Woodwinds for Non-Majors I, II, III, IV.

One hour private instruction. Three hours practice. One hour credit.

MUA 1872, 1882, 2872, 2882—Woodwinds for Music Education Majors I, II, III, IV.

One hour private instruction. Six hours practice. Two hours credit.

MUSIC ORGANIZATIONS

(Band, Small Band Groups, Stage Band, Choir, Small Singing Groups)

MUO 1111, 1121, 2111, 2121—Band I, II, III, IV.

Four practice sessions. One hour credit.

MUO 1141, 1151, 2141, 2151—Small Band Groups I, II, III, IV.

One practice session. One hour credit.

MUO 1171, 1181, 2171, 2181—Stage Band I, II, III, IV.

One practice session. One hour credit.

MUO 1211, 1221, 2211, 2221—Choir I, II, III, IV.

Three hours practice. One hour credit.

MUO 1241, 1251, 2241, 2251—Small Singing Groups I, II, III, IV.

One practice session. One hour credit.

NURSING, ADN

NUR 1117—Fundamentals of Nursing.

Foundation for all subsequent nursing courses. Introduction to nursing and to the philosophy and conceptual framework of the nursing and to the philosophy and conceptual framework of the Holmes Junior College Associate Degree Nursing Program. Emphasis is placed on normal basic human needs. Fundamental nursing skills are taught and practiced in the learning laboratory and applied in clinical settings. Introduction to pharmacology and to the calculation of dosages and solutions. Four lectures. Nine hours laboratory. Seven hours credit.

NUR 1128—Adult-Child Nursing I.

The first of two courses which focus on the utilization of the nursing process in the care of adults and children who have threats

to basic human needs. Care of the pre- and post-operative patient is explored. Concepts introduced in Nursing 1117 are reinforced and applied. Nutrition and pharmacology are integrated. Five lectures. Nine hours laboratory. Eight hours credit.

NUR 2135—Psychiatric/Mental Health Nursing.

This course focuses on the utilization of the nursing process in the care of patients with unmet psychosocial needs in a psychiatric setting. The clinical experience affords students the opportunity to utilize therapeutic communication in nurse/patient relationships. The psychopathology underlying altered behavioral responses to unmet needs will be explored and utilized as a basis for understanding the rationale for nursing approaches in the clinical setting. Eight lectures. Sixteen hours laboratory per week for eight-week summer session. Five hours credit.

NUR 2148—Maternal-Child Nursing.

This course focuses on the utilization of the nursing process in the care of mothers and children at various age levels. It introduces basic nursing knowledge and skills related to meeting normal needs with emphasis on the role of the nurse, as any threats to those needs are encountered. Four lectures. Twelve hours laboratory. Eight hours credit.

NUR 2158—Adult-Child Nursing II.

The second of two courses which focus on the utilization of the nursing process in the care of the adult and child patient. This course builds on Nursing 1128. Nursing care on a more advanced level is utilized. Nursing care of the critically ill patient is emphasized. The student gains experience in organizing, implementing and evaluating care for patients. Nutrition and pharmacology are integrated. Four lectures. Twelve hours laboratory. Eight hours credit.

NUR 2162—Management and Career Development.

This course is designed to introduce to the student basic principles of organization, management and career development that will assist the student as he/she functions as an associate degree nurse. Current issues and trends presently influencing nursing and the field of health care are discussed. Two lectures. Two hours credit.

PHILOSOPHY AND BIBLE

Bridges

PHI 1113—Old Testament Survey.

This is a study of the entire Old Testament covering the recorded events prior to Abraham and the history of the Hebrew nation as revealed in the books of history, prophecy, and poetry. Three lectures. Three hours credit.

PHI 1133—New Testament Survey.

This is a study of the New Testament covering the life of Christ and the establishment of the early church as presented in the Gospels, Acts, and the other New Testament books. Three lectures. Three hours credit.

PHI 1153—The Life of Christ.

The aim of this course is to give the student a general knowledge of the most important event in the life of Christ in a chronological order as found in the Gospels. The Gospels will be studied as a unit endeavoring to get a composite picture of the life and earthly ministry of Jesus. Three lectures. Three hours credit.

PHI 2613—World Religions.

Comparison of the beliefs and developments of the Christian religion with those of Buddhism, Mohammedanism, Hinduism, and other important religions. Three lectures. Three hours credit.

PHI 2813—Geography and History of the Holy Lands.

A study of the geography, history, and culture of the Holy Lands. The course will include lectures, related reading, and a research paper. May include a tour of the Holy Lands. Three lectures. Three hours credit.

PHYSICS**Dakin, Burrell****PHY 2414—General Physics I. (Prerequisite: MAT 1323).**

A study of mechanics, heat, and sound. Three lectures. Three hours laboratory. Four hours credit.

PHY 2424—General Physics II. (Prerequisite: PHY 2414).

A study of electricity, magnetism, light, and modern physics. Three lectures. Three hours laboratory. Four hours credit.

PHY 2514—General Physics IA. (Prerequisite: MAT 1623).

For engineering and science students. A study of mechanics, heat, and sound. Three lectures. Three hours laboratory. Four hours credit.

PHY 2524—General Physics IIA. (Prerequisite: PHY 2514).

For engineering and science students. A study of magnetism, electricity, and light. Three lectures. Three hours laboratory. Four hours credit.

POLITICAL SCIENCE**Brown, Butler, Lovette****PSC 1113—American National Government.**

Survey of the organizations, political aspects of and basis for American government. Three lectures. Three hours credit.

PSC 1123—American State and Local Government.

Relationship between states and federal governments, and between states and their subdivisions; organizations, function, and operation of executive, legislative, and judiciary; elections and suffrage generally, Mississippi particularly. Three lectures. Three hours credit.

PSYCHOLOGY**Henson****PSY 1513—General Psychology I.**

An introduction to the scientific study of human behavior. Includes history and methods of psychology; growth and development; principles of learning; sensation and perception; thinking; statistics; personality; and intelligence. Three lectures. Three hours credit.

READING**Williams****REA 1103—Developmental Reading I.**

A laboratory course designed to offer special reading instruction to students deficient in reading skills. Two lectures. Two hours laboratory. Three hours institutional credit. (Not designed to transfer).

REA 1203—Developmental Reading II.

A continuation of REA 1103. Two lectures. Two hours laboratory. Three hours institutional credit. (Not designed to transfer).

REA 1213—Reading Improvement I.

A course provided to help students develop reading skills necessary for success in college. Diagnostic testing followed by practice in skills according to the needs of the student. Emphasis on spelling, pronunciation, vocabulary and study skills. Guidance in developing wide reading interests. Three lectures. Three hours credit.

REA 1223—Reading Improvement II.

A continuation of REA 1212. Three lectures. Three hours credit.

REA 1233—Speed Reading I.

Diagnostic testing followed by practice in skills according to the needs of the students. Emphasis on comprehension skills such as getting main ideas, summarizing, organizing, and drawing conclusions. Guidance in developing wide reading interests that will provide background for college courses. Two lectures. Two hours laboratory. Three hours credit.

REA 1301—Prescriptive Reading.

Designed for the student who desires assistance in a specific but limited area of weakness. 15 hours laboratory per semester. One hour institutional credit. (Not designed to transfer).

SOCIOLOGY

Lovette

SOC 2113—Introduction to Sociology.

A study of human relationships. Students will receive a synopsis of the whole field of sociology; the social world, the social and cultural processes within this world, and the integration of these processes in relation to the individual, the group, and the institution. Three lectures. Three hours credit.

SOC 2143—Marriage and Family.

A study of the family as a cultural unit, the institution of marriage, the problems of parenthood and of Socio-economic adjustments to society. Three lectures. Three hours credit.

SPEECH AND THEATRE

Jones

SPT 1113—Oral Communication. (Principles of Speech).

Correct and effective English; correct pronunciation and enunciation; breath control; study and practice in making speeches for all occasions, major emphasis on organization of material; and practice in speaking before the group. Three lectures. Three hours credit.

SPT 1233—Acting I. (Prerequisite: SPT 1113).

An introduction to the theatre and the art of acting. Emphasis is placed on the technical aspects of acting and on the expressive use of the body in stage movement. Classroom work in mime and the presentation of scenes from plays prepare the student for required performance in either a workshop or a major production. A production laboratory in connection with the class introduces the student to the technical phases of the theatre which contribute to the effectiveness of the work of the actor. Three lectures. Required laboratory. Three hours credit.

SPT 1241, 1251, 1261, 1271—Drama Production I, II, III, IV.

Participation in college drama productions. Three hours laboratory. One hour credit.

SPT 2143—Oral Interpretation. (Prerequisite: SPT 1113).

Training is given in the techniques of oral interpretative reading; its theories and practices. Emphasis is placed on studies of the

backgrounds of the authors and selections, and upon reading the printed page. Three lectures. Three hours credit.

SPT 2243—Directing. (Prerequisite: SPT 1113).

Principles of stage directing, preparation of a director's prompt book and the directing of a one-act play. Three lectures. Four hours laboratory for the last four weeks of the semester. Three hours credit.

TECHNICAL

Alford, Carr C., Carr T., Cox, Davis, Ferguson, Floyd,
Gowan, Haley, Mahoney, Miles, Richardson

TAC 1114—Secretarial Accounting.

Fundamentals of accounting and their application to various types of business as to ownership, organization, and functions. Accounting 1114 includes the full accounting cycle for double-entry accounting. The major purpose is to provide a basic accounting knowledge for prospective office workers. Three lectures. Two hours laboratory. Four hours credit.

TBA 2413—Business Law I.

This course is designed to acquaint the students with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to law; law of contracts; agencies and employment; negotiable instruments and commercial papers. Three lectures. Three hours credit.

TBA 2513—Principles of Management.

This course is a study of basic management principles as applied to the functions of planning, organizing, directing, controlling, and coordinating with effective communication in business enterprise. Three lectures. Three hours credit.

TBC 1113—Fundamentals of Carpentry.

A course designed to familiarize the student with the fundamentals of carpentry, principles involved in a typical structure, and their applications and solutions. One lecture and four hours laboratory. Three hours credit.

TBC 1123—Construction Blueprint Reading.

A course designed to teach the student how to read and interpret plans and specifications for residential and light commercial construction. Three lectures. Three hours credit.

TBC 1133—Methods and Materials.

This course is designed to teach the student the different methods of light and heavy construction and materials to be used. Emphasis will be placed on construction safety and first aid. Three hours lecture. Three hours credit.

TBC 1142—Welding Applications.

This course is designed to teach the student basic welding procedures as related to construction plumbing and pipe fitting. One hour lecture. Two hours laboratory. Two hours credit.

TBC 2173—Construction Planning and Scheduling.

This course is designed to teach the student the sequence of construction as it relates to installation of materials and equipment. It is also designed to teach the importance of rigid management of people and time. The student will be taught to plan and maintain a work schedule. Three hours lecture. Three hours credit.

TBC 3143—Cost and Estimating I.

Offered first semester. Preparation of material and labor quantity surveys from actual working drawings and specifications. Three lectures. Three hours credit.

TBC 3153—Electrical Wiring.

A course designed to give the student a working knowledge of the electrical area in house wiring and light commercial construction. Two lectures. Two hours laboratory. Three hours credit.

TBC 3213—Introduction to Plumbing & Pipe Fitting.

This course is designed to teach basic plumbing and fitting as outlined in the standard plumbing code. It also includes how to select pipes, valves, fittings, and hangers based on the service on which they are to be used. Two hours lecture. Two hours laboratory. Three hours credit.

TBC 4113—Theory of Mechanical Systems.

This course is designed to teach the basic theory of heating, chill water, steam and gas systems, and how they work. Three hours lecture. Three hours credit.

TBC 4143—Cost and Estimating II.

A continuation of TBC 3143 with emphasis placed on compliance of equipment to the actual working drawings. Three hours lecture. Three hours credit.

BANKING AND FINANCE TECHNOLOGY

(These courses are taught only in the evening class program on a "need" basis.)

TBF 1113—Principles of Banking.

A comprehensive introduction to modern banking, this course touches on almost all aspects of bank functions. Primary topics include the following: the language and documents of banking; check processing; teller functions; deposit function; trust services; bank bookkeeping; and bank loans and investments. Three lectures. Three hours credit.

TBF 1123—Money and Banking.

Practical aspects of money and banking and the basic monetary theory. Historical treatment minimum. Emphasis on such problems as economic stabilization, types of spending, theory of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussion on the banking industry in affecting yield curves and the structuring of portfolios. Three lectures. Three hours credit.

TBF 1133—Analyzing Financial Statements.

Organized into two main sections: Characteristics of financial statements and financial statement analysis. Review of basic accounting principles for financial statement analysis. Three lectures. Three hours credit.

TBF 1173—Supervision and Personnel Administration.

Designed to aid first-line supervisors in making a smooth transition from expert in a particular task to the role of supervisor who must produce results through the efforts of other people. Stresses management attitudes and carrying out management policies while at the same time inspiring a group to achieve friendly cooperation and maximum production. Three lectures. Three hours credit.

TBF 1193—Business Mathematics.

This course is designed for the student who requires refresher work in the fundamentals of business mathematics. It includes a variety of topics, including fundamental arithmetic tools, fractions, decimals, business documents, payrolls, statistical data and graphs, depreciation and simple interest. Three lectures. Three hours credit.

TBF 2153—Fundamentals of Bank Data Processing.

Broadly based on non-technical explanation of electronic data processing as applied to banks. Geared to fundamental principles, concepts, and functions of automation; a general briefing on the essentials of bank data processing. Practical approach to equipment and techniques applied to the automation of banking systems. Three lectures. Three hours credit.

TBF 2163—Installment Credit.

Techniques of installment lending, presented concisely. Emphasis on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due; each phase of a bank's installment credit operation carefully scrutinized to the most efficient methods. Inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending. Three lectures. Three hours credit.

TBF 2713—Principles of Real Estate.

The course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transferral of title,

instruments used in transfer, title closing, financing, property management, insuring, and appraising. Three lectures. Three hours credit.

TBF 2723—Real Estate Law.

Designed to give the student a general background in the law of real property and the law of real estate brokerage. Three lectures. Three hours credit.

TBF 2733—Real Estate Finance.

This course provides a background in the varied real estate mortgage credit operations of commercial banks in the following broad areas: (1) the manner in which funds are channeled into the mortgage markets; (2) the financing of residential property; (3) the financing of special purpose property; and (4) the administrative tasks common to most mortgage departments. Three lectures. Three hours credit.

TBF 2743—Real Estate Appraisal.

An introductory course covering the purposes of appraisal, the appraisal process and the different approaches, methods and techniques used to determine the value of various types of property. Three lectures. Three hours credit.

TBO 1113—Elementary Keyboarding I.

Mechanism, care, and operation of the typewriter; keyboard drills to gain speed and accuracy; introduction to letter forms. Students with a year of high school typewriting normally do not take this course. Three lectures. Three hours credit.

TBO 1213—Elementary Shorthand I.

The theory and practice of Gregg and Simplified shorthand. The principles are applied by reading and writing shorthand with a limited amount of dictation and transcription from shorthand notes. Students with a year of high school shorthand normally do not take this course. Three lectures. Three hours credit.

TBO 1313—Filing-Records Management.

The various systems of filing with sufficient practice in the laboratory to develop skill in the operation of the systems. Coding, indexing, equipment, and materials are emphasized. Three lectures. Three hours credit.

TBO 1413—Secretarial Practice.

Course designed to present essential duties and special techniques for a secretarial career at the highest professional level; to acquaint the student with the modern office systems and practices. Three lectures. Three hours credit.

TBO 1513—Electronic Calculators.

Operation of electronic calculating machines using the touch method of keyboarding. To develop speed and accuracy in keyboarding, to perform basic mathematical functions, and to apply these skills in solving typical business application problems. Three lectures. Three hours credit.

TBO 2123—Intermediate Keyboarding II. (Prerequisite: High school typewriting or TBO 1113).

Advanced drills for speed and accuracy; letter forms; telegrams and other business forms; manuscript typewriting. Three lectures. Three hours credit.

TBO 2223—Intermediate Shorthand II. (Prerequisite: High school shorthand or TBO 1213).

A continuation of TBO 1213. Three lectures. Three hours credit.

TBO 2323—Office Practicum. (Prerequisite: High school typing or TBO 1113).

Instruction and practice in machine transcription and employability skills. Three lectures. Three hours credit.

TBO 2613—Business Communications. (Prerequisite: ENG 1113).

Study and practice in writing different types of business letters and reports, with emphasis on correct spelling, grammar, punctuation, and clarity of communication. Three lectures. Three hours credit.

TBO 3233—Advanced Shorthand III. (Prerequisite: TBO 2223).

The aim of this course is to increase accuracy and speed of transcription with emphasis on mailability of letters. Three lectures. Three hours credit.

TBO 3313—Microcomputer Information Processing. (Prerequisite: TBO 2123).

Operation of microcomputers with word processing applications taught with WORDSTAR, MAILMERGE, and QUICKFILE software programs. Three lectures. Three hours credit.

TBO 4143—Information Processing II. (Prerequisite: TBO 3313).

Skill is developed in the operation of information processing machines such as memory, magnetic card, electronic, and display typewriters. Included is production of various typewritten communications with emphasis on quality and quantity. Three lectures. Three hours credit.

TBO 4243—Dictation and Transcription IV. (Prerequisite: TBO 3233).

A course to develop transcription skills. Accuracy and speed of transcription correlated with English, punctuation, spelling, division of words, and vocabulary building. Three lectures. Three hours credit.

TCC 1111—Curriculum Ideas for Young Children.

Exploring curriculum ideas for young children through the child care curriculum lab, Holmes Junior College Library and other field experiences. Two hours laboratory. One hour credit.

TCC 1123—Art for Children.

Introduction of a variety of creative art activities for young children. Emphasis placed on encouraging art expression by children, not perfecting art skills. Three lectures. Three hours credit.

TCC 1154—Child Development I.

This course focuses on each aspect of the child's development—social, cognitive, emotional and physical. Case studies will help students learn to apply theory to common situations. Laboratory work consists of directed observation and participation. Three lectures and two hours laboratory. Four hours credit.

TCC 2111—First Aid.

This course in the underlying principles and applied techniques of first aid meets requirements for the standard First Aid Certificate of the American Red Cross. One lecture. One hour credit.

TCC 2113—Music for Children.

Introduction of a variety of creative music activities for young children. Emphasis placed on encouraging musical expression by children, not perfecting musical skills. Three lectures. Three hours credit.

TCC 2133—Child Nutrition and Health Care.

Basic information regarding nutrition, the nutritional value of food, and the relationship of food and food habits to the nutrition of the young child. Two lectures and two hours laboratory. Three hours credit.

TCC 2154—Child Development II.

A continuation of TCC 1154. Two lectures. Four hours laboratory. Four hours credit.

TCC 2161—Creative Stitchery.

A laboratory course that consists of making toys and other instructional materials to be used in a classroom with pre-school children. Two hours laboratory. One hour credit.

TCC 3124—Day Care/Kindergarten Practicum I.

This course is designed for the student to participate actively in the training and supervision of children in the campus child care center. The student is closely supervised by a qualified instructor. Two hours lecture. Four hours laboratory. Four hours credit.

TCC 3133—Language Arts for Children.

A study of the basic forms of communication development including: pre-reading, pre-writing, listening and speaking skills. Included will be various forms of children's literature and quality selection for the preschooler. Three lectures. Three hours credit.

TCC 3143—Physical/Motor Development for Children.

An analysis of the fundamental motor patterns developed during early childhood with emphasis on fine and gross motor skills. Three lectures. Three hours credit.

TCC 3153—Methods and Materials for Teaching Children.

Approaches to teaching and guiding learning of young children analyzed and practiced along with materials effective in supporting each strategy. Three lectures. Three hours credit.

TCC 4113—Administration of Programs for Young Children.

A course in the organizational structure and management of various programs for young children. Three lectures. Three hours credit.

TCC 4114—Day Care/Kindergarten Practicum II.

A continuation of TCC 3124. Two hours lecture. Four hours laboratory. Four hours credit.

TCC 4123—Teaching the Special Child.

This course is designed to meet the need for teachers with more meaningful individual education for children with learning disabilities and other areas of exceptionality in children. Three lectures. Three hours credit.

TCC 4143—Theories of Early Childhood Education.

This course provides the student with a better background and understanding of the importance and opportunities of the early childhood program. A survey of principles and programs in early childhood education, history, philosophies and theories of educating young children.

TDP 1112—Data Entry and File Manipulation.

This course is arranged so that students will become competent in the use of diskette-entry devices. By a combination of lecture and data entry drills, the student will become a proficient, well-rounded data entry operator. In addition, unit record equipment will be surveyed with emphasis upon proficient operation of the IBM card punch, sorter, and verifier. One lecture. Two hours laboratory. Two hours credit.

TDP 1114—Introduction to Data Processing.

Survey of history of data processing, computer concepts, systems design and analysis; emphasis on actual "hands-on" experience of data entry devices to the extent of entering data and computer

programs to process data. Three lectures and two hours laboratory. Four hours credit.

TDP 1115—Introduction to Data Processing with BASIC.

An introductory course designed to give the student a background and overview of the scope of business data processing. Through the use of the online terminals, students will be introduced to the BASIC programming language. Three lectures and four hours laboratory. Five hours credit.

TDP 2114—Introduction to RPG II. (Prerequisite: TDP 1114 or TDP 1115).

This is the second course in a series of evening classes. This course will advance the student's knowledge of computer operations and will include exercises in RPG II (Report Program Generator). Business related problems will be assigned on a weekly basis and will be solved using RPG II. One lecture and three hours laboratory per meeting for 19 meetings.

TDP 2115—System Fundamentals with RPG.

A basic course that advances concepts, terminology, and theory, of modern computers and provides a firm background in the use of selected IBM system 34 utility programs. Introduction to application of RPG II to problems in business-related areas. Three lectures and four hours laboratory. Five hours credit.

TDP 2121—Principles of Digital Hardware. (Prerequisite: Permission of DP Instructor).

A theory-based course on computer hardware components. Includes gating, memories, counting, and micro processing. One hour lecture. One hour credit.

TDP 3115—Computer Business Applications (with COBOL).

Applying computer logic and concepts to solving business problems in accounts receivable, accounts payable, payroll, inventory control, and sales analysis. Introduction to COBOL programming language. Three lectures. Four hours laboratory. Five hours credit.

TDP 3124—Computer Operations and Control.

A detailed study of common operating systems and procedures used to control the hardware and software of an entire computer configuration. In this hands-on environment, the student will learn the limits of control over data files and libraries. Three lectures. Two hours laboratory. Four hours credit.

TDP 4213—Microcomputer Operations and Applications.

A detailed survey of the operational controls used in manipulating a small business microcomputer system. A survey of the typical packaged software used on most microcomputers. Equal emphasis will be placed on the BASIC/DOS language. This knowledge of

BASIC and operations will be fully utilized to design, write, and implement a small menu-driven system. Two hours lecture. Two hours laboratory. Three hours credit.

TDP 4224—Systems Analysis and Design.

Use of data processing equipment in designing a complete management information system. Shows how all business functions interrelate by requiring students to analyze manual procedures, design a sound systems approach, make proper selections, and implement a feasible conversion schedule. Two lectures. Four hours laboratory. Four hours credit.

TDP 4234—Advanced Programming.

This course is designed to expand the student's knowledge of programming languages learned in the previous semesters. Correlation between this course and TDP 4224—Systems Analysis and Design is drawn to enable a student to start at the very beginning and advance to accomplish an overall desired result. Two lectures. Four hours laboratory. Four hours credit.

TEG 1113—Computational Methods.

Instruction in basic principles and procedures in mathematical and technical computations with the aid of various mathematical tables and formulas, printing and electronic calculators. Two lectures. Two hours laboratory. Three hours credit.

TEG 3133—Statics and Strength of Materials.

Offered first semester. An introductory course into the field of structural design, consisting of a study of statics and strength of materials. Emphasis is given to elementary analysis of forces in simple structures, and a study of the properties of such materials as steel, wood, and concrete, and the design of beams, columns, and shafts with these materials. Three lectures. Three hours credit.

TEG 4143—Surveying.

Offered second semester. A familiarization laboratory designed to develop in the drafting student the ability to take surveyor's notes and convert them into finished drawings. It includes basic principles of geometry, theory, and use of instruments, mathematical calculators, and the control and reduction of errors. One lecture. Four hours laboratory. Three hours credit.

TEN 1103—Developmental English I.

This course in writing stresses basic communication skills—writing of paragraphs, outlines, summaries and essays, general review of mechanics, and reading for ideas included. Three lectures. Two hours laboratory. Three hours institutional credit. (Not designed to transfer).

TEN 1203—Developmental English II.

A continuation of TEN 1103. Three lectures and two hours laboratory. Three hours institutional credit. (Not designed to transfer).

TGR 1113—Fundamentals of Drafting.

Offered first semester. A basic course covering areas common to all drafting, with special emphasis on proper technique and early habit formation. One lecture. Four hours laboratory. Three hours credit.

TGR 2123—Descriptive Geometry.

Offered second semester. Theory and problems designed to develop the ability to visualize points, lines, and surfaces of space, to relate them to each other, and to apply these. One lecture. Four hours laboratory. Three hours credit.

TGR 2135—Machine Drafting.

Offered second semester. Emphasizes methods, techniques and procedures in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing, and other drafting room procedures. Two lectures. Six hours laboratory. Five hours credit.

TGR 3145—Electrical-Piping-Sheet Metal Drafting.

Offered second semester. An advanced course in drafting in which techniques and knowledge are employed in the planning of mechanical and electrical objects. Efficient use of all common types of applicable handbooks, code books, and other standard references are an integral part of this phase of drafting. Two lectures. Six hours laboratory. Five hours credit.

TGR 3155—Architectural Drafting.

Offered first semester. Presentation and application of architectural drafting room standards. Two lectures. Six hours laboratory. Five hours credit.

TGR 4165—Structural Drafting.

Offered first semester. Structural section, terms and conventional abbreviations, and symbols used by structural fabricators and erectors are studied. Knowledge is gained in the use of the A.I.S.C. Handbook, the tables of squares and logarithms, and trigonometric functions. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses and bracing. Two lectures. Six hours laboratory. Five hours credit.

TGR 4174—Map and Topographic Drawing.

Offered second semester. Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawing using maps, field survey data, aerial photographs, and related references, materials including symbols, notations, and

other applicable standardized materials. One lecture. Six hours laboratory. Four hours credit.

TMA 1113—Technical Mathematics I. (Algebra).

Offered first semester. Broad coverage of the most widely accepted areas of college level algebra with special applications for technicians. Three lectures. Three hours credit.

TMA 2123—Technical Mathematics II. (Trigonometry).

Offered second semester. Broad coverage of the most widely accepted areas of college trigonometry with special applications for the technicians. Base common to slide rule and logarithm is examined. Three lectures. Three hours credit.

TMD 2163—Personnel Management.

Study of the objectives, functions, and organization of personnel programs. Emphasis on job evaluation, selection and placement, education and training, employee services and relationships, and management-labor relations. Three lectures. Three hours credit.

TPH 3123—Physics. (Mechanics, Heat and Sound)

Offered first semester. Fundamental laws of mechanics, heat, and sound with technical applications. Two lectures. Two hours laboratory. Three hours credit.

TPH 4123—Physics. (Electricity and Optics).

Offered second semester. Fundamental laws of electricity; magnetism and optics with technical applications. Two lectures. Two hours laboratory. Three hours credit.

TPY 2113—Industrial Psychology.

Offered second semester. Significance of individual differences in industry; instruments and techniques of selecting and placing personnel; motivating, training, and supervising the workers; nature and control of fatigue; psychological aspects of labor relations; morale and attitude measurements; industrial counseling. Three lectures. Three hours credit.

TRE 1103—Developmental Reading I.

A laboratory course designed to offer special reading instruction to students deficient in reading skills. Two lectures and two hours laboratory. Three hours institutional credit. (Not designed to transfer).

TRE 1203—Developmental Reading II.

A continuation of TRE 1103. Two lectures and two hours laboratory. Three hours institutional credit. (Not designed to transfer).

TRE 1213—Reading Improvement I.

A course provided to help students develop reading skills necessary for success in college. Diagnostic testing followed by practice

in skills according to the needs of the student. Emphasis on spelling, pronunciation, vocabulary and study skills. Guidance in developing wide reading interests. Three lectures. Three hours credit.

TRE 1223—Reading Improvement II.

A continuation of TRE 1213. Three lectures. Three hours credit.

TRT 1213—Introduction to Radio and Television.

This preliminary course provides an overview of the radio and television communications industry. The history and development of radio and television as mass media and current technological changes in the industry are explored to give the student an understanding of the role of radio and television in our society. Three lectures. Three hours credit.

TRT 1312—Radio and Television Writing I. (Prerequisite: Concurrent enrollment in ENG 1113).

The study and practice of the basic techniques of copy writing for programming, commercials, and news. Emphasis will be on writing for commercial and promotional announcements. Students will perform writing assignments for the public radio station licensed to the college. Two lectures. Two hours credit.

TRT 1414—Radio Station Operations I.

The study and practice of the basic techniques of announcing and production. Students will be given practical experience as control room and transmitter operators. Students will be expected to assist in the operations of the public radio station licensed to the college. Three lectures. Two hours laboratory. Four hours credit.

TRT 2312—Radio and Television Writing II.

The study and practice of advanced techniques of copy writing for programming, commercials, and news. Emphasis will be on news writing. Students will perform writing assignments for the public radio station licensed to the college. Two lectures. Two hours credit.

TRT 2414—Radio Station Operations II.

The study and practice of advanced techniques of announcing and production. Students will be expected to perform on a professional level in the operations of the public radio station licensed to the college. Three lectures. Two hours laboratory. Four hours credit.

TRT 3512—Radio and Television Laboratory I.

Special production of a radio or television project. Four hours laboratory. Two hours credit.

TRT 3613—Television Production I.

The study and practice of the basic mechanics of video production with emphasis on the use of the camera and lighting outside of the studio. Two lectures. Two hours laboratory. Three hours credit.

TRT 3712—Mass Communications I.

The study of the organization and function of various media as channels for public information. Two lectures. Two hours credit.

TRT 3812—Station Administration I.

The study of the organization of radio and television stations and the functions of the various departments of activity and the responsibilities or duties of station personnel. Students are expected to assist in the administration of broadcasting activities of the public radio station licensed to the college. Two lectures. Two hours credit.

TRT 4512—Radio and Television Laboratory II.

Special production of a radio or television project. Four hours laboratory. Two hours credit.

TRT 4613—Television Production II.

The continued study of video production with emphasis on television studio production and video editing. Two lectures. Two hours laboratory. Three hours credit.

TRT 4712—Mass Communications II.

The continued study of mass media with emphasis on radio and television as channels for advertising. Two lectures. Two hours credit.

TRT 4812—Station Administration II.

The continued study of the functions within radio and television stations with emphasis on administrative and personnel problems. Students will continue to assist in the administration of broadcasting activities of the public radio station licensed to the college. Two lectures. Two hours credit.

INDEX

Absences	31
Accounting	86, 102
Administration	7
Admission Requirements	23
Academic	23
Associate Degree Nursing	26
Practical Nursing	26
Summer School for High School Juniors	29
Technical	23
Transfer Students	28
Vocational	25
Agriculture	55
Agricultural Power Machinery	96
Architectural Design and Construction Technology	90
Associate Degree Nursing	69
Auto Body Repair	98
Automobiles	49
Automotive Mechanics	96
Banking and Finance Technology	93
Biological Science	62
Boards of Supervisors	4
Board of Trustees	3
Books	49
Business Administration	102, 103
Business and Commerce	84
Business Education	81
Business and Office Technology	86, 87
Calendar, School	5
Changes in Class Schedule	33
Chemistry	104
Child Care Technology	91
Class Standing	33
Combination Welding	99
Committees of Faculty	17
Communication Electronics	97
Computer Science	71
Continuing Education and Community Services	50
Cooperative Education Program	50
Cosmetology	96
Counseling and Advisement	43
Course Repeats	35
Courses of Study	55-101
Credit by Examination	30
Credits and Grades	34, 35
Criminal Justice	59

Data Processing	88, 126-128
Degrees and Certificates	37, 38
Dental Hygiene	61
Description of Courses	102-132
Drafting and Design Technology	89
Economics	105
Education	105
Educational Psychology	107
Elementary Education	73
Engineering	72
English	77
Examinations	33
Expenses	39-41
Faculty	10-16
Financial Aid	44
Forestry	56
General Information	18-22
Description of Buildings	20-22
History	18
Location	18
Map of School	Inside Back Cover
Purpose	19
School Plant	20
Geography	107
Grade Recognition and Honors	36
Grade Reports	36
Graduation Requirements	37, 38
Graphics and Drawing	107, 108
Health	108, 109
Health Service	43, 44
Heating, Air Conditioning, and Refrigeration Mechanics	97
History	108
Industrial Arts	82
Industrial Education	110
Industrial Technology	83
Institutional Credit	35
Kosciusko Skill Center	99
Liberal Arts Core	57
Library Science	77
Machine Tool Operation/Machine Shop	97
Mail Service	49
Mathematics	80
Medical Record Administration	67
Medical Technology	66
Modern Foreign Language	112, 113
Music Education	74-76

Non-Instructional Staff	17
Nursing	68
Offerings and Services	43, 44
Organizations	51-53
Orientation and Registration	29, 43
Philosophy and Bible	116, 117
Physical Education	78, 108, 109
Physical Therapy	70
Physics	117
Placement	43
Political Science	117, 118
Practical Nursing	26, 98
Pre-Dental	63
Pre-Medical	63
Pre-Pharmacy	64
Pre-Veterinary	65
Probation and Suspension	30
Professional Staff	89
Psychology	107, 118
Publications	53
Radio and Television Broadcasting Technology	92
Reading	118, 119, 130, 131
Recreation	109
Residential and Light Industrial Electricity	99
Respiratory Therapist	58
Scholarships	45-48
Science	79
Social Science	77
Social Work	60
Sociology	119
Speech and Theatre	119, 120
Student Activities	51-53
Student Conduct	49
Student Housing	48, 49
Student Load	36
Student Records	38
Tardies	32, 33
Technical Education	85-93
Testing	43
Transcripts	38
Transfer Credit	35
Veteran Benefits	50
Vocational Education	95-101
Welding, Brazing, and Soldering	98
Withdrawal from School	36



TO I-55
 HWY 14
 TO LEXINGTON

HWY 31
 TO DURANT

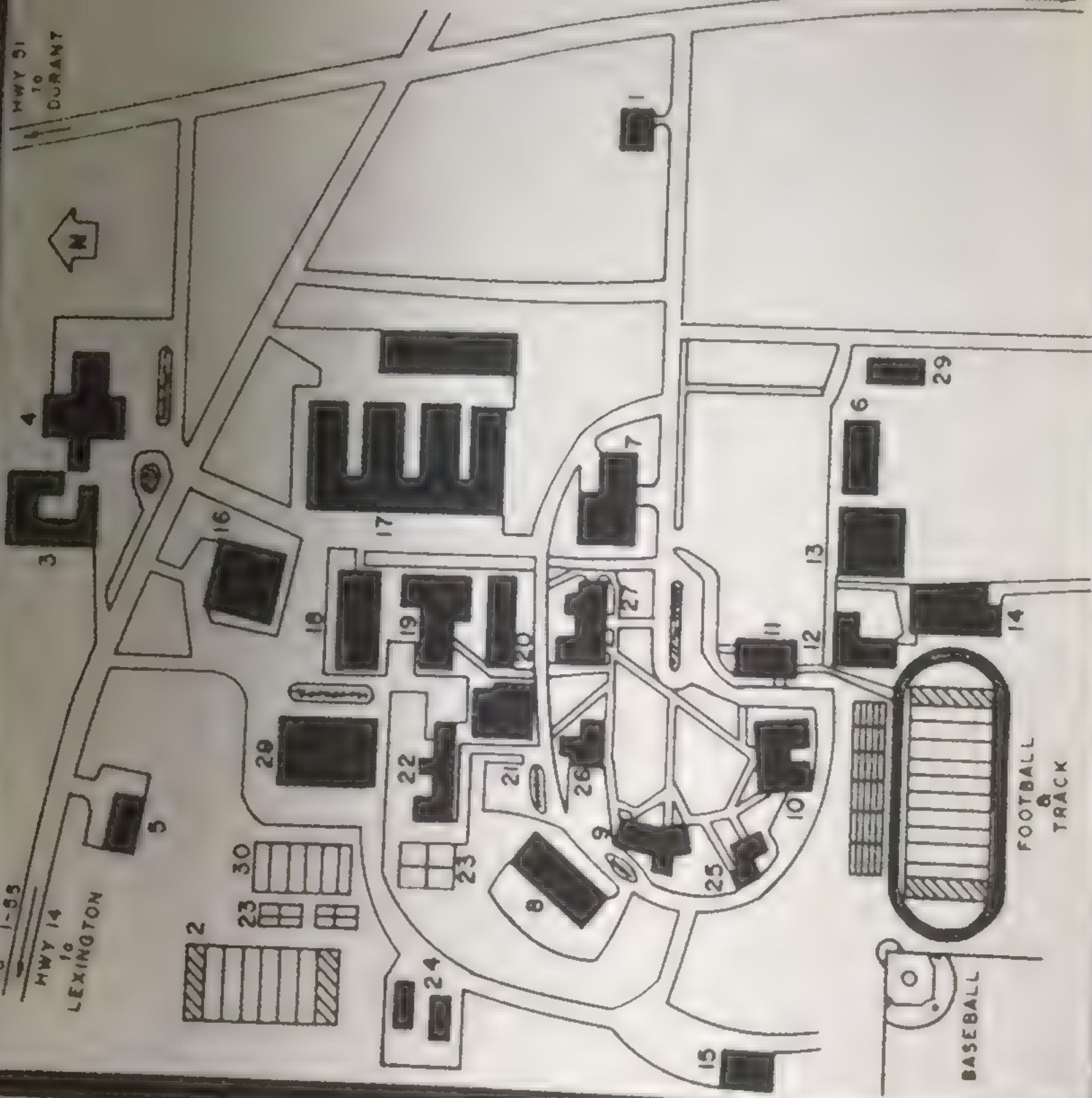


- LEGEND**
- 1 PRESIDENT'S HOME
 - 2 INTRAMURAL FIELD
 - 3 ATTALA HALL
 - 4 CHOCTAW HALL
 - 5 CHILD CARE CENTER
 - 6 MOTEL HALL
 - 7 MEMOROUGH LIBRARY
 - 8 YAZOO HALL
 - 9 WEBSTER HALL
 - 10 GRENADA HALL
 - 11 ADMINISTRATION BLDG
 - 12 GUIDANCE SERVICES
 - 13 GYMNASIUM
 - 14 CARROLL CAFETERIA
 - 15 A.A. DERRICK, JR. FIELD HOUSE
 - 16 SCIENCE & MATH BUILDING
 - 17 VO-TECH CENTER
 - 18 BUSINESS BUILDING
 - 19 FINE ARTS BUILDING
 - 20 LEARNING RESOURCE CENTER
 - 21 LORANCE STUDENT CENTER
 - 22 INDUSTRIAL ED COMPLEX
 - 23 TENNIS COURTS
 - 24 MAINTENANCE BUILDINGS
 - 25 HOME ECONOMICS BUILDING
 - 26 ARTCRAFTS & CMPS SECURITY
 - 27 M. C. McDANIEL BUILDING
 - 28 FRANK B. BRANCH COLISEUM
 - 29 START-UP TRAINING BLDG
 - 30 BAND PRACTICE FIELD

MAP
 of
HOLMES JR. COLLEGE

HWY 31
 TO JACKSON

BASEBALL
 FOOTBALL & TRACK



Holmes Junior College

Bulletin

Be a part of the Future

Fall, 1985



Holmes Junior College
P. O. Box 369
Goodman, MS 39079
Phone: (601) 472-2312

Ridgeland Campus
P. O. Box 840
West Ridgeland At Sunnybrook Road
Ridgeland, MS 39157
Phone: (601) 856-5400

OFFICERS OF ADMINISTRATION

- M. R. ThornePresident
- Henry B. McClellan, Jr.Assistant to the President
District Business Manager
- Richard NewtonDistrict Academic Dean
- Gene RichardsonDistrict Director of Admissions and Records
- Wirt HayesDistrict Director of Financial Aid
- Danny O'da WilliamsDistrict Dean of Student Services
- Robert E. Irby, Jr.District Director of Vocational-Technical
- John C. WhiteDirector, Ridgeland Campus
- Joe A. AdamsAssistant Director, Ridgeland Campus
- Quinby MorganDistrict Director of Maintenance

PROFESSIONAL STAFF

- Carl A. RayGuidance Counselor, Ridgeland Campus
- Eugenia CollinsDistrict Librarian
- James G. WilliamsDistrict Director of Publicity
- Steve CaldwellDistrict Programmer and Data Processing Manager

Calendar 1985-86

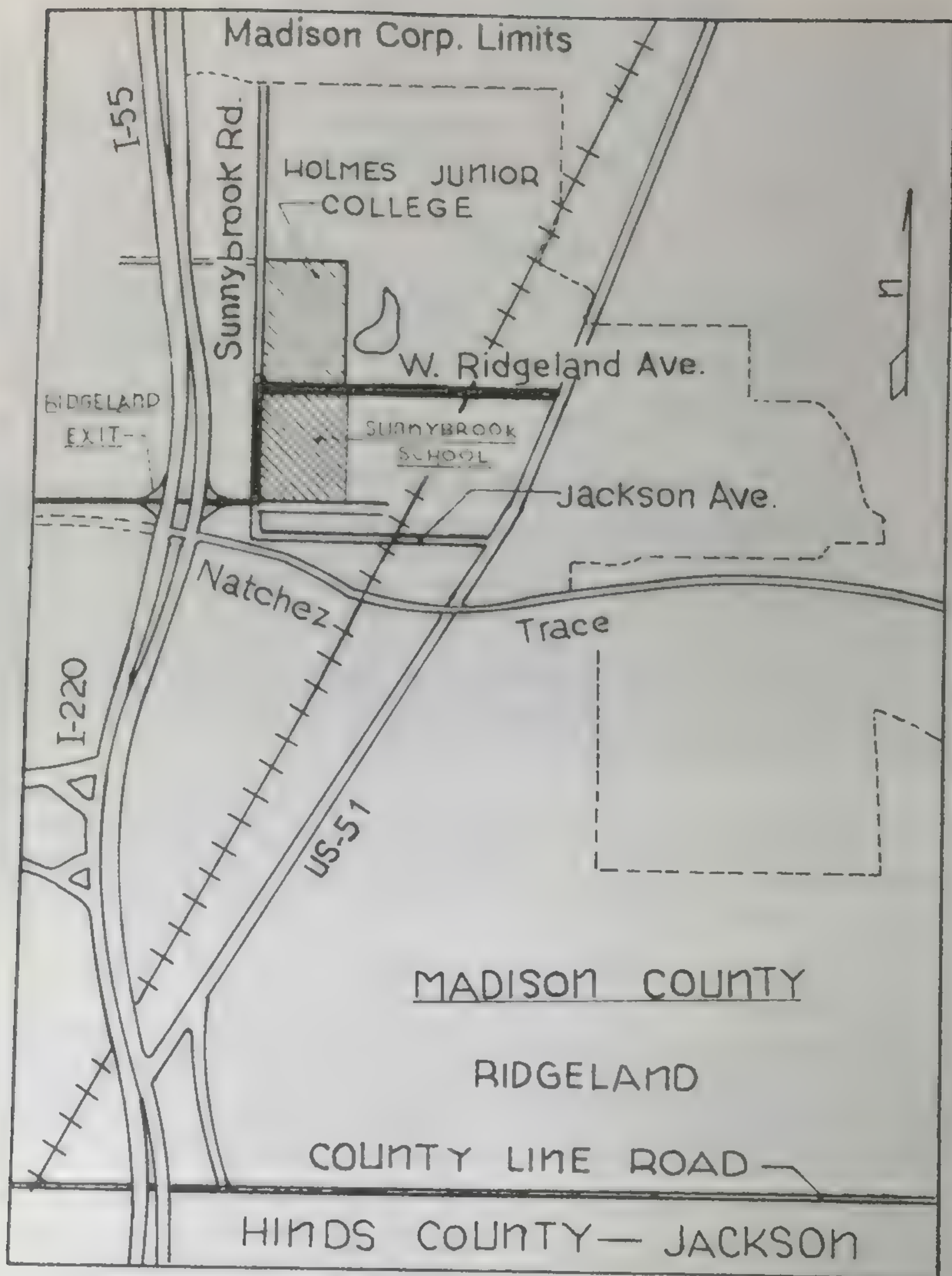
Holmes Junior College Ridgeland Campus Academic/Technical Classes

FALL 1985

August 19-21 (8:00 a.m.)	Orientation and registration
August 22-23	Faculty meetings
August 26 (8:00 a.m.)	Classes begin
September 2	Labor Day holiday
September 10	Last day for registration and adding courses
October 18	Mid-semester grades due
October 21	Last day for dropping a course without receiving a grade
November 27-29	Thanksgiving holidays
December 17-20	Final examinations
December 21 (8:00 a.m.)	Final grades due

SPRING 1986

January 13-14 (8:00 a.m.)	Orientation and registration
January 15 (8:00 a.m.)	Classes begin
January 27	Last day for registration and adding courses
March 7	Mid-semester grades due
March 10-14	Spring holidays
March 17	Last day for dropping a course without receiving a grade
May 12-15	Final examinations
May 16 (8:00 a.m.)	Final grades due



LOCATION

The Ridgeland Campus, located approximately 4 miles north of the city of Jackson and $\frac{1}{2}$ mile north of the Natchez Trace/I-55 interchange, is comprised of approximately 40 acres at the intersection of West Ridgeland Avenue and Sunnybrook Road in northwest Ridgeland. Located only $\frac{1}{4}$ mile east of I-55, the easiest access to the campus is from I-55 at the Ridgeland exit.

General Information

This is a preliminary bulletin containing only information of a general nature that will be of interest and assistance to prospective students of Holmes Junior College, Ridgeland Campus. Included in this bulletin is information concerning the Ridgeland Campus facilities, PROPOSED requirements for admission, expenses, and a school calendar. Also listed are the PROJECTED course offerings for both academic and technical programs.

Location

The Ridgeland Campus, located approximately 4 miles north of the city of Jackson and $\frac{1}{2}$ mile north of the Natchez Trace I-55 interchange, is comprised of approximately 40 acres at the intersection of West Ridgeland Avenue and Sunnybrook Road in northwest Ridgeland. Located only $\frac{1}{4}$ mile east of I-55, the easiest access to the campus is from I-55 at the Ridgeland exit.

Facilities and Equipment

The first building (Building "A") will be completed by March 15, 1985. This building (44,000 square feet) will house the administration, data processing, business office, library, vocational individualized development system (VIDS), classrooms, and laboratories.

Contracts for the next two buildings (Buildings "B" and "C") have been awarded with completion due in the Fall of 1985. These buildings will house various shops, laboratories, and classrooms.

The totally new and modern facilities with a computer-controlled heating and cooling system will enable the Ridgeland Campus to offer a variety of academic and technical programs on both a full-time and part-time basis beginning in the Fall of 1985. All of the instructional programs will be fully furnished with state-of-the-art equipment.

Purpose

The primary purpose of the "high technology curriculum" is to offer programs that will prepare students in a variety of specialized areas. High technology is defined as "programs in occupational areas which depend upon the use of the most advanced systems, machines, and devices to achieve a practical purpose."

The two-year "general academic curriculum" is designed to make available high quality educational programs that are parallel to the first two years of senior college or university work in as many fields as practical at a minimum cost.

Only the FRESHMAN year of the two-year curriculums will be projected for the 1985-86 school year. Both the FRESHMAN and SOPHOMORE years of the two-year curriculums will be projected for the 1986-87 school year.

Admission Requirements

Academic and Technical (Entering Freshman)

High School Preparation. Students (1) must have graduated from high schools accredited by recognized state or regional accreditation associations; or (2) must have taken the GED test and earned the minimum scores required for the High School Equivalency Certificate; or (3) must have earned fifteen academic units from a high school that meets the accreditation standard listed above. The fifteen units must include three units of English, two of mathematics, one of science, one-half of civics, one-half of government, one-half of Mississippi history, and one of American history. Physical education and other non-academic units will not be counted toward the fifteen units.

Students who have attended high school during a fall semester and who wish to enter an academic or technical program at the beginning of the spring semester on the basis of having earned 15 acceptable units must also have a letter of recommendation from their high school principal supporting this action.

Test Scores. All applicants for academic and technical programs must take the American College Test (ACT); a minimum composite score of 10 is required. Students with composite scores of 10-12 may be required to take one or more developmental courses at the discretion of their faculty advisor. (The ACT requirement is waived for applicants who last attended high school five years prior to date of enrollment at Holmes Junior College or who have earned a bachelor's degree from an accredited institution.)

Part-Time Students. These students must meet the same admission requirements as full-time students but will be allowed 9 weeks from the close of registration to complete requirements.

Probationary Admission. Students with ACT composite scores of 9, admitted under the 5% exception clause, who wish to enroll in an academic or a technical curriculum shall be admitted on probation. They are required to earn at least nine semester hours and eighteen quality points their first semester of full-time attendance. Failure to meet these minimum requirements shall result in the student being referred to the Academic Probation Committee. The Committee is authorized to take whatever disposition, including suspension or dismissal, it considers to be in the best interest of the student and the college.

Academic and technical students with ACT scores of 9 are required to enroll in academic foundation courses their first semester. This curriculum consists of:

Developmental English I	3 hrs.
Math course based on placement test and student's major	3 hrs.
Reading course based on placement test	3 hrs.
One course in student's major selected with advisor's approval	3 or 4 hrs.
Total	12 to 13 hrs.

Foreign Students. The following items must be on file in the Office of Admissions and Records at least 30 days prior to the beginning of the semester of intended enrollment:

1. Application for Admission
2. Complete and official scholastic records
3. Scores on entrance tests
4. TOEFL scores
5. Affidavit of support

Applicants whose native language is not English are required to submit a score of at least 500 on the Test of English as a Foreign Language (TOEFL) or must have previous credit in English Composition I and II. Information regarding this test may be obtained by writing to: TOEFL, Educational Testing Service, Princeton, New Jersey 08540.

Exceptions. A limited number of exceptions may be made for students who show demonstrated academic potential, but who do not meet the admission standards. The number of students admitted under the exception clause will not exceed 5% of the total number of entering freshmen at the Ridgeland Campus. Students may enter under the exception clause only by special action and permission of the Admissions Committee. The exception clause also applies to part-time students. The exception limit will be calculated separately for full-time and part-time students.

Admissions Policy Pertaining To Immunization For Measles And Rubella

1. All students (including transfers) entering Holmes Junior College for the first time and enrolling for credit must document proof of immunization for measles and rubella.
 - a. Proof of immunization may be documented in the following manner:
 - (1) Documentation (month and year) of immunization which was received after the first birthday.
 - (2) Positive measles and rubella serology titer with date.
 - (3) Physician-documented history of having had measles with date of the disease. History of rubella is not acceptable.
 - b. Temporary exceptions - one semester.
 - (1) Pregnant women.
 - (2) Women suspecting pregnancy.
 - (3) Women anticipating pregnancy within three months.
 - c. Permanent exceptions.
 - (1) Medical disease which will cause a permanent contraindication to immunization.
 - (2) All persons born prior to 1957.
2. Before being allowed to register, all students born in 1957 or later must present either of the following:
 - a. A Certificate of Compliance (furnished by the State Department of Health and available at physicians' offices and local health departments).

- b. A Certificate of Exemption (furnished by the State Department of Health and available at physicians' offices and local health departments). If the Certificate of Exemption is temporary, a new Certificate of Exemption or a Certificate of Compliance must be presented to register for the next term.

Transfer Students

A transfer student is defined as one who has hours attempted on his/her permanent record at another institution. In addition to meeting the same admission requirements as an entering freshman, a transfer student must have an official transcript sent from each institution previously attended.

Transfer students who are on academic probation or suspension at their last institution may be admitted to Holmes on probation. Students who are on disciplinary probation or suspension must petition the Admissions Committee for a special hearing.

A student who has successfully completed one semester (passed 12 semester hours and earned 24 quality points) at a regionally accredited institution shall be admitted in regular standing without regard to his/her ACT score.

Non-Accredited High School

Students who attended a high school not accredited by a recognized state or regional accreditation association may petition the Admissions Committee for special consideration. Factors that may be considered are high school grades, test scores, and intended major at Holmes.

Orientation And Registration

All students must attend the scheduled orientation sessions. These sessions will provide information about Holmes Junior College, its rules and regulations, types of organizations, clubs, and college life in general.

The following steps **must be** completed by each student before he/she will be accepted for enrollment at Holmes Junior College:

1. Complete and turn in an application form.
2. Have high school transcript and transcripts from all previous colleges attended on file in the Office of Admissions and Records at Holmes Junior College, Goodman Campus.
3. Have American College Test (ACT) score on file at Holmes Junior College, Goodman Campus.
4. Have proof of immunization for measles and rubella on file at Holmes Junior College, Goodman Campus.

The following steps **must be** completed to be enrolled:

1. Attend orientation and complete appropriate placement tests.
2. Fill out registration cards.
3. Have identification (I. D.) picture taken.
4. Have picture made for the school annual and permanent record.
5. Have schedule of classes approved.

The College reserves the right at any time to make changes deemed advisable in the regulations, fees, and/or other charges, curricula and course offerings.

Hunter Junior College adheres to the principle of equal educational and employment opportunity without regard to race, sex, color, creed, national origin, or handicap (unless job related).

6. Pay entrance fees in the Business Office.

If any of the steps are incomplete, the registration of the student is incomplete and may result in his/her not being accepted as a student at Holmes Junior College.

Testing

Holmes Junior College is a test center for the American College Test (ACT) and the General Educational Development Test (GED). Applications and information concerning these tests may be obtained from high school or college guidance counselors.

Probation And Suspension

All academic and technical students at Holmes Junior College must meet minimum standards of progress to remain in good academic standing. This means that a student must pass at least nine semester hours and earn at least 18 quality points each semester. Students who do not meet these standards enter their second semester on academic probation. Students who fail to meet minimum standards for two consecutive semesters will not be eligible to return to Holmes Junior College as full-time academic or technical students until (1) their deficiencies have been corrected or (2) they have remained out of school for at least one semester.

Any student failing 12 or more hours in one semester will be suspended and ineligible to enroll in any academic or technical courses the following semester.

Student Load

The normal load for a student is sixteen semester hours. The minimum load for a full-time student is twelve semester hours. A student is allowed to take more than sixteen hours per semester when his/her normal schedule would call for this or when he/she has maintained an average of **B** or better. No student may take more than twenty-one hours in any one semester. Course offerings have been tentatively arranged to enable students to select from a one-day to a five-day class schedule. The typical student will be enrolled in classes four days each week, Monday through Thursday.

Expenses

Entrance Fee

All full-time students pay an entrance fee of \$250 per semester. This fee must be paid at the beginning of the semester at the time the student registers. Payment of fees is a part of the registration procedure and failure to complete this step will void registration procedures for the individual.

Students are not required to pay special fees for laboratory courses. The entrance fee pays for the school paper and the I. D. card.

An I. D. card is issued to both full-time and part-time day students as a step in his/her registration procedure. This card serves the student in many ways and should be in his/her possession at all times. The I. D. card:

1. Admits the student to the library.
2. Serves as identification at the campus bookstore, the security office, the business office, student elections and other student activities.
3. Admits the student to the student union building.
4. Admits the student to all regularly scheduled athletic events held on the Goodman Campus of Holmes Junior College.

All students whose parents reside outside the state of Mississippi will pay a tuition fee of \$400 per semester in addition to the costs for Mississippi students. This fee is payable at the beginning of each semester and is non-refundable after the student has met classes.

There is a foreign student service fee of \$100. This is a one-time charge, payable at the beginning of the first period of enrollment.

Part-Time Students

Students who enroll for fewer than 12 semester hours in the day program are classified as part-time students. The cost is \$30 per semester hour.

Special Plan For Senior Citizens

Under a plan adopted by the Board of Trustees, persons who are at least sixty-five or retired persons over sixty-two may enroll for any class taught by the college without paying any fees except for equipment necessary for some technical classes.

Financial Aid

Financial aid is available to assist Holmes Junior College students in meeting post-secondary educational costs through the following financial resources:

1. **Pell Grants:** A federal student aid program designed to provide aid to students who demonstrate financial need. Grants vary depending upon congressional allocations and/or cost of attendance.
2. **Mississippi Guaranteed Student Loans:** Long-term loans that may be provided by participating local lending institutions for students who need assistance in meeting college expenses.
3. **Dean's Scholarships:** These financial awards are made by the college to recognize superior academic achievement by students attending Holmes Junior College. The scholarships are designed to cover the cost of tuition, with the exception of \$31, for full-time academic and technical students with an ACT composite score of 18 or above.
4. **Individual Referrals:** A Job Training Partnership Act (JTPA)-sponsored program designed to provide financial assistance in the amount of tuition and books for those technical students who are unemployed and have exceptional financial needs.
5. **Development Foundation Scholarships:** Listed on the two pages that follow are competitive scholarship awards that are designed to recognize outstanding academic and or personal achievement by students attending Holmes Junior College.

The following forms must be completed by students who apply for financial aid at Holmes Junior College:

1. Pell Grants require that the student complete the Application for Federal Student Aid or the ACT Family Financial Statement.
2. Mississippi Guaranteed Student Loan applicants must secure the appropriate forms from the Office of Financial Aid and complete as instructed.
3. Dean's scholarship applicants must secure the data form from the office of Admissions and Records and complete as instructed.
4. Individual Referral applicants should contact his/her local employment service office.

For further information about the various financial aid programs, requirements, eligibility, students' rights and responsibilities, standards of progress, refund policy, etc., please refer to the Financial Aid Handbook or contact your high school counselor, a counselor on the Ridgeland Campus, or the Office of Financial Aid on the Goodman Campus. Please send all financial aid forms to the Office of Financial Aid, Holmes Junior College, Goodman, MS 39079.

Scholarships

Academic And Technical Scholarships

Dean's Scholarship: This scholarship is designed to cover the cost of tuition at the Ridgeland Campus, with the exception of fees amounting to \$31 for the entire year. It is available to any full-time academic or technical student with an ACT composite score of 18 or above. The student must maintain at least a 2.0 Q.P.A. his/her first semester in order to be eligible to receive scholarship funds second semester. The student must have a cumulative 3.0 Q.P.A. or higher at the end of his/her first year's work in order to be eligible for scholarship funds the sophomore year.

Regulations For The Dean's Scholarship

Out-of-state students and those enrolled part time, in summer school, and in night classes are not eligible for this scholarship.

Awards will be made to entering freshmen at the beginning of both the fall and spring semesters.

Awards will be made to transfer students at the beginning of the fall semester only.

Transfer students must meet the same Q.P.A. requirements as native students.

Students who re-test and become eligible for the dean's scholarship during a semester will not receive their award until the beginning of the next fall semester, provided they enroll as full-time academic or technical students.

Holmes Junior College

Development Foundation Scholarships

Mr. and Mrs. M. C. McDaniel Scholarship: The Mr. and Mrs. M. C. McDaniel Scholarship was established at Holmes Junior College by the McDaniel Family in honor of their father and mother. Mr. McDaniel was president of Holmes Junior College from 1928 to 1940. This award in the amount of \$400 is presented to a graduating student who plans to further his/her education and who has made an outstanding contribution to the life and activity of Holmes Junior College during his/her two years at the institution.

Hilary O. "Prof" Thomas Memorial Scholarship: Friends of Hilary O. "Prof" Thomas have established this scholarship in honor of "Prof" Thomas, who was employed at Holmes Junior College from 1946 until his retirement in 1974. "Prof" Thomas, in addition to being head of the agriculture department for twenty years, served at varying times as high school principal, high school football coach, dean of men, assistant dean of women, and dean of student affairs. This award is made at the beginning of each school year to a freshman who plans to continue his/her education at Holmes Junior College. The selection of the recipient of the award is based on scholastic ability, leadership, integrity, and financial need.

Frank B. Branch Memorial Scholarship: This scholarship is given in honor of Frank B. Branch, president of Holmes Junior College from December 9, 1955 to July 1, 1976. The selection of the recipient of this award is based on scholastic ability, leadership, character, and financial need. The award is made each year to a Grenada County student who is recommended to the Holmes Junior College Scholarship Committee by his/her high school counselor.

The Evelyn H. Clark Memorial Drama Scholarship: This scholarship is awarded in honor of Mrs. Evelyn H. Clark, former speech instructor and drama coach at Holmes Junior College. The Scholarship Committee for the Holmes Junior College Development Foundation selects a sophomore each year as the recipient of this award. Selection of the recipient of the award is based on talent, scholarship, character, and dedication.

The Belk Family Scholarship: This scholarship is given by Mr. and Mrs. Dewitte Belk of Kosciusko, Mississippi. Mr. Belk is a graduate of Holmes Junior College and a former president of the Holmes Junior College Alumni Association. Applicants must be from Attala County with first consideration given to graduates of Ethel High School. The Scholarship Committee selects the recipient on the basis of financial need, academic potential, and leadership ability. The scholarship is in the amount of full tuition charges.

The recipients of scholarships are selected by the Holmes Junior College Scholarship Committee from applications received from interested students. Careful consideration is given to recommendations from applicants' high school counselors and/or principals in determining recipients of awards. Students who would like to apply for scholarships should contact a high school counselor, the college's Financial Aid Office, or the Office of Admissions and Records for a scholarship application. Students

may receive scholarship awards up to but not exceeding the published cost of attending Holmes Junior College.

HOLMES JUNIOR COLLEGE RIDGELAND CAMPUS

COURSE DESCRIPTIONS TECHNICAL

TBA 2413 - Business Law I.

This course is designed to acquaint the students with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to law, law of contracts; agencies and employment; negotiable instruments and commercial papers. Three hours lecture. Three semester hours credit.

TBA 2513 - Principles of Management.

This course is a study of basic management principles as applied to the functions of planning, organizing, directing, controlling, and coordinating with effective communication in business enterprise. Three hours lecture. Three semester hours credit.

TBC 1113 - Fundamentals of Carpentry.

A course designed to familiarize the student with the fundamentals of carpentry, principles involved in a typical structure, and their applications and solutions. One hour lecture. Four hours laboratory. Three semester hours credit.

TBC 1123 - Construction Blueprint Reading.

A course designed to teach the student how to read and interpret plans and specifications for residential and light commercial construction. Three hours lecture. Three semester hours credit.

TBC 1142 - Welding Applications.

This course is designed to teach the student basic welding procedures as related to construction plumbing and pipe fitting. One hour lecture. Two hours laboratory. Two semester hours credit.

TBC 2173 - Construction Planning and Scheduling.

This course is designed to teach the student the sequence of construction as it relates to installation of materials and equipment. It is also designed to teach the importance of rigid management of people and time. The student will be taught to plan and maintain a work schedule. Three hours lecture. Three semester hours credit.

TBC 3143 - Cost and Estimating I.

Preparation of material and labor quantity surveys from actual working drawings and specifications. Three hours lecture. Three semester hours credit.

TBC 3153 - Electrical Wiring.

A course designed to give the student a working knowledge of the electrical area in house wiring and light commercial construction. Two hours lecture. Two hours laboratory. Three semester hours credit.

TBC 3213 - Introduction to Plumbing & Pipe Fitting.

This course is designed to teach basic plumbing and pipe fitting as outlined in the standard plumbing code. It also includes how to select pipes, valves, fittings, and hangers based on the service on which they are to be used. Two hours lecture. Two hours laboratory. Three semester hours credit.

TBC 4113 - Theory of Mechanical Systems.

This course is designed to teach the basic theory of heating, chill water, steam and gas systems and how they work. Three hours lecture. Three semester hours credit.

TBC 4143 - Cost and Estimating II.

A continuation of TBC 3143 with emphasis placed on compliance of equipment to the actual working drawings. Three hours lecture. Three semester hours credit.

TBF 1113 - Principles of Banking.

A comprehensive introduction to modern banking, this course touches on almost all aspects of bank functions. Primary topics include the following: the language and documents of banking, check processing, teller functions, deposit function, trust services, bank bookkeeping, and bank loans and investments. Three hours lecture. Three semester hours credit.

TBF 1123 - Money and Banking.

Practical aspects of money and banking and the basic monetary theory. Emphasis on such problems as economic stabilization, types of spending, theory of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussion on the banking industry in affecting yield curves and the structuring of portfolios. Three hours lecture. Three semester hours credit.

TBF 1133 - Analyzing Financial Statements.

Organized into two main sections: characteristics of financial statements and financial statement analysis. Review of basic accounting principles for financial statement analysis. Three hours lecture. Three semester hours credit.

TBF 1143 - Bank Management.

New trends in the philosophy and practice of management. Study and application of the principles outlined provide a working knowledge of bank management. Three hours lecture. Three semester hours credit.

TBF 1173 - Supervision and Personnel Administration.

Designed to aid first-line supervisors in making a smooth transition from ex-

pert in a particular task to the role of supervisor who must produce results through the efforts of other people. Stresses management attitudes and carrying out management policies while at the same time inspiring a group to achieve friendly cooperation and maximum production. Three hours lecture. Three semester hours credit.

TBF 1193 - Business Mathematics.

This course is designed for the student who requires refresher work in the fundamentals of business mathematics. It includes a variety of topics, including fundamental arithmetic tools, fractions, decimals, business documents, payrolls, statistical data and graphs, depreciation and simple interest. Three hours lecture. Three semester hours credit.

TBF 2113 - Credit Administration.

Directed toward the executive level. Concerns statement and discussion of factors influencing and determining loan policy. Methods of credit investigating and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans. Three hours lecture. Three semester hours credit.

TBF 2123 - Marketing for Bankers.

This course presents marketing as a broad concept which includes public relations, advertising, and personal selling. It is designed for persons who are unacquainted with marketing. Three hours lecture. Three semester hours credit.

TBF 2133 - Bank Investments.

Nature of primary reserves and loanable funds and their uses. Analysis of primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy. Study of yield changes as they affect a bank's long-term holdings. Three hours lecture. Three semester hours credit.

TBF 2153 - Fundamentals of Bank Data Processing.

Broadly based on non-technical explanation of electronic data processing as applied to banks. Geared to fundamental principles, concepts, and functions of automation; a general briefing on the essentials of bank data processing. Practical approach to equipment and techniques applied to the automation of banking systems. Three hours lecture. Three semester hours credit.

TBF 2713 - Principles of Real Estate.

The course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transferral of title, instruments used in transfer, title closing, financing, property management, insuring, and appraising. Three hours lecture. Three semester hours credit.

TBF 2723 - Real Estate Law.

Designed to give the student a general background in the law of real property and the law of real estate brokerage. Three hours lecture. Three semester hours credit.

TBF 2733 - Real Estate Finance.

This course provides a background in the varied real estate mortgage credit operations on the following broad areas: (1) the manner in which funds are channeled into the mortgage markets; (2) the financing of residential property; (3) the financing of special purpose property; and (4) the administrative tasks common to most mortgage departments. Three hours lecture. Three semester hours credit.

TBF 2743 - Real Estate Appraisal.

An introductory course covering the purposes of appraisal, the appraisal process and the different approaches, methods and techniques used to determine the value of various types of property. Three hours lecture. Three semester hours credit.

TBO 1113 - Elementary Keyboarding I.

Mechanism, care, and operation of the typewriter; keyboard drills to gain speed and accuracy; introduction to letter forms. Students with a year of high school typewriting normally do not take this course. Three hours lecture. Three semester hours credit.

TBO 1213 - Elementary Shorthand I.

The theory and practice of Gregg and Simplified shorthand. The principles are applied by reading and writing shorthand with a limited amount of dictation and transcription from shorthand notes. Students with a year of high school shorthand normally do not take this course. Three hours lecture. Three semester hours credit.

TBO 1313 - Filing-Records Management.

The various systems of filing with sufficient practice in the laboratory to develop skill in the operation of the systems. Coding, indexing, equipment, and materials are emphasized. Three hours lecture. Three semester hours credit.

TBO 1413 - Secretarial Practice.

Course designed to present essential duties and special techniques for a secretarial career at the highest professional level; to acquaint the student with the modern office systems and practices. Three hours lecture. Three semester hours credit.

TBO 1513 - Electronic Calculators.

Operation of electronic calculating machines using the touch method of keyboarding. To develop speed and accuracy in keyboarding, to perform basic mathematical functions, and to apply these skills in solving typical business application problems. Three hours lecture. Three semester hours credit.

TBO 2123 - Intermediate Keyboarding II. (Pre-requisite: high school typewriting or TBO 1113)

Advanced drills for speed and accuracy; letter forms; telegrams and other busi-

ness forms; manuscript typewriting. Three hours lecture. Three semester hours credit.

TBO 2223 - Intermediate Shorthand II. (Pre-requisite: high school shorthand or TBO 1213)

A continuation of TBO 1213. Three hours lecture. Three semester hours credit.

TBO 2323 - Office Practicum. (Pre-requisite: high school typing or TBO 1113)

Instruction and practice in machine transcription and employability skills. Three hours lecture. Three semester hours credit.

TBO 2613 - Business Communication. (Pre-requisite: ENG. 1113)

Study and practice in writing different types of business letters and reports, with emphasis on correct spelling, grammar, punctuation, and clarity of communication. Three hours lecture. Three semester hours credit.

TBO 3233 - Advanced Shorthand III. (Pre-requisite: TBO 2223)

The aim of this course is to increase accuracy and speed of transcription with emphasis on mailability of letters. Three hours lecture. Three semester hours credit.

TBO 3313 - Microcomputer Information Processing. (Pre-requisite: TBO 2123)

Operation of microcomputers with word processing applications taught with WORDSTAR, MAILMERGE, and QUICKFILE software programs. Three hours lecture. Three semester hours credit.

TBO 4143 - Information Processing II. (Pre-requisite: TBO 3313)

Skill developed in the operation of information processing machines such as memory, magnetic card, electronic, and display typewriters. Included is production of various typewritten communications with emphasis on quality and quantity. Three hours lecture. Three semester hours credit.

TBO 4243 - Dictation and Transcription IV. (Pre-requisite: TBO 3233)

A course to develop transcription skills. Accuracy and speed of transcription correlated with English, punctuation, spelling, division of words, and vocabulary building. Three hours lecture. Three semester hours credit.

TDB 1113 - Database Management.

Introduces database concepts. Emphasizes the database environment, record relationships, file layout, screen design, report design, information input, update and retrieval using microcomputers and prewritten database software. Three hours lecture. Three semester hours credit.

TCN 2114 - Computer Numerical Control Programming (CNC).

Introduction to numerical control of machining operations. Study of languages (APT, COMPACT II) and programming of automated machine tools. Study of CNC and DNC configurations of machine tools and computers. Analysis/study of typical industrial CNC/DNC systems. Two hours lecture. Four hours laboratory. Four semester hours credit.

TDM 1113 - Retailing.

A study of retailing processes, including functions performed, principles governing effective operation, and managerial problems resulting from current economic and social trends. Three hours lecture. Three semester hours credit.

TDM 1123 - Advertising Principles.

An introduction to advertising media. Principles involved with each of the major media are studied. Newspaper, TV., radio, magazine, direct mail, and outdoor advertising techniques are studied from a practical viewpoint. Students will be required to prepare a layout work in the print media area. Three hours lecture. Three semester hours credit.

TDM 1213 - Salesmanship.

A retail, wholesale, and specialty selling course. Emphasis upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required. Three hours lecture. Three semester hours credit.

TDM 2113 - Principles of Marketing.

A study of marketing structure within the United States economic system. Analysis of the movement of goods from producer to consumer through various channels of distribution, functions of marketing, and social and economic implications. Three hours lecture. Three semester hours credit.

TDM 2223 - Personnel Management.

A study of the objectives, functions and organization of personnel programs. Emphasis is centered on job evaluation, selection and placement, education and training, safety and health, employee services, employee relationships, industrial relations, and personnel research. Three hours lecture. Three semester hours credit.

TDP 1112 - Data Entry and File Manipulation.

This course is arranged so that students will become competent in the use of IBM key punch diskette-entry device. By a combination of lecture and data entry drills, the student will become a proficient, well rounded data entry operator. In addition, the entire array of unit record equipment will be surveyed with emphasis upon proficient operation of the IBM sorter and verifier. One hour lecture. Two hours laboratory. Two semester hours credit.

TDP 1115 - Introduction to Data Processing (with BASIC).

An introductory course designed to give the student a background and overview of the scope of business data processing. Through the use of online terminals, students will be introduced to the BASIC programming language. Three hours lecture. Four hours laboratory. Five semester hours credit.

TDP 2115 - Systems Fundamentals (with RPG).

A basic course that advances concepts, terminology, and the theory of modern computers and provides a firm background in the use of selected IBM system

36 utility programs. Introduction to application of RPG II to problems in business related areas. Three hours lecture. Four hours laboratory. Five semester hours credit.

TDP 2121 - Principles of Digital Hardware. (Pre-requisite: permission of DP)
Instructor

A theory-based course on computer hardware components. Includes gating, memories, counting, and microprocessing. One hour lecture. One semester hour credit.

TDP 3115 - Computer Business Applications (with COBOL).

Applying computer logic and concepts to solving business problems in accounts receivable, accounts payable, payroll, inventory control, and sales analysis. Introduction to COBOL programming language. Three hours lecture. Four hours laboratory. Five semester hours credit.

TDP 3124 - Computer Operations and Control.

A detailed study of common operating systems and procedures used to control the hardware and software of an entire computer configuration. In this hands-on environment, the student will learn the limits of control over data files and libraries. Three hours lecture. Two hours laboratory. Four semester hours credit.

TDP 4213 - Other Programming Languages and Applications.

An introduction to languages not covered in previous courses. Languages covered could be FORTRAN, BASIC, PL 1, and a review of COBOL. A different application area will be approached and will consist of mathematics for industry. Two hours lecture. Two hours laboratory. Three semester hours credit.

TDP 4224 - Systems Analysis and Design.

Use of data processing equipment in designing a complete management information system. Shows how all business functions interrelate by requiring students to analyze manual procedures, design a sound systems approach, make proper selections, and implement a feasible conversion schedule. Two hours lecture. Four hours laboratory. Four semester hours credit.

TDP 4234 - Advanced Programming. (RPG II)

This course is designed to expand the student's knowledge of programming languages learned in the previous semesters. Correlation between this course and TDP 4224-Systems Analysis and Design, is drawn to enable a student to start at the very beginning and advance to accomplish an overall desired result. Two hours lecture. Four hours laboratory. Four semester hours credit.

TEG 1113 - Computational Methods.

Instruction in basic principles and procedures in mathematical and technical computations with the aid of various mathematical tables and formulas, printing and electronic calculators. Two hours lecture. Two hours laboratory. Three semester hours credit.

TEG 4143 - Surveying.

A familiarization laboratory designed to develop in the drafting student the ability to take surveyor's notes and convert them into finished drawings. It includes basic principles of geometry, theory, and use of instruments, mathematical calculators, and the control and reduction of errors. One hour lecture. Four hours laboratory. Three semester hours credit.

TEP 1113 - Power Generation and Transmission.

A course designed to provide the students with a knowledge of the different methods of power generation currently in use and future alternatives. Also included are the procedures used to transmit electricity from the point of generation to the point of consumption. Three hours lecture. Three semester hours credit.

TEP 2113 - Power Line Construction.

An introduction to pole line requirements, materials and framing. Line construction as related to staking, component sizing, clearance and the NESC. Special emphasis on strength calculators, sagging theory and applications, and safety factors for power line construction. Two hours lecture. Two hours laboratory. Three semester hours credit.

TER 1125 - Basic Electricity/Electronics.

This course is designed to familiarize the student with the basic electrical fundamentals in both AC and DC which are pre-requisite to subsequent electronics studies. Laboratory exercises provide theory reinforcement and familiarity with test equipment. Three hours lecture. Four hours laboratory. Five semester hours credit.

TER 1215 - Electronic Devices Circuits. (Pre-requisite: TER 1125)

A course designed to introduce the student to active devices to include semiconductor fundamentals, PN junction diodes, bi-polar transistors, bi-polar transistor circuits, uni-polar devices and an introduction to integration principles. Three hours lecture. Four hours laboratory. Five semester hours credit.

TER 1225 - Digital Principles.

A course designed to introduce the student to digital logic gates, number systems, counters, registers, memory elements, control, wave form generation, display devices, and gate specifications. Three hours lecture. Four hours laboratory. Five semester hours credit.

TER 2314 - Linear Integrated Circuits. (Pre-requisite: TER 1215)

A course of study designed to provide the student with the opportunity to gain essential knowledge of and experience with linear integrated circuits used as differential and operational amplifiers, IC timers, phase locked loops, and other IC devices. Two hours lecture. Four hours laboratory. Four semester hours credit.

TER 2325 - Microprocessor Fundamentals. (Pre-requisite: TER 1225)

A study of advanced digital principles with emphasis upon microprocessor

systems architecture, programming, timing, interfacing, and other software and hardware applications. Three hours lecture. Four hours laboratory. Five semester hours credit.

TER 2334 - Audio and Video Principles. (Pre-requisite: TER 1215)

A course designed to introduce students to circuit operations, troubleshooting and repair of audio and video systems used in industrial, communication, and computer equipment. To include video monitors, security systems, video displays, and other facsimile receivers. Three hours lecture. Two hours laboratory. Four semester hours credit.

TER 2415 - Interfacing and Control Systems. (Pre-requisite: TER 2314)

A course designed to provide classroom and laboratory studies of the devices, circuits, principles, and applications pertaining to electronic control systems, using electromechanical, analog, digital, and microprocessor principles. Three hours lecture. Four hours laboratory. Five semester hours credit.

TER 2625 - Data Acquisition and Transmission. (Pre-requisite: TER 2314)

A study of the most frequently used systems of electronic communication including the theory of operation and service. Three hours lecture. Four hours laboratory. Five semester hours credit.

TFM 1113 - Fashion and Clothing Selection.

The student will examine factors which influence wardrobe planning and design, involving application of art principles to clothing selection. Three hours lecture. Three semester hours credit.

TFM 1323 - Fashion Merchandising.

The student will examine and understand the concepts of the fashion industry and its relationship to retail merchandising. Three hours lecture. Three semester hours credit.

TFM 1423 - Fashion Coordination.

The student will study the duties of the fashion coordinator and develop skills in the presentation of fashion. Three hours lecture. Three semester hours credit.

TFM 2113 - Fashion and Household Fabrics.

The student will examine fibers, yarns, fabric construction, finishes, and design as applied to the selection of clothing and household fabrics. Three hours lecture. Three semester hours credit.

TFM 2313 - Fashion Buying.

Study of the functions of a buyer within the retail operation, includes logical sequences for activities and information necessary for buying. Explores the fundamentals of merchandise planning systems. Three hours lecture. Three semester hours credit.

TFM 2423 - Fashion Promotion and Display.

Emphasizes principles and application of retail sales promotions with emphasis

on display, advertising, publicity, fashion shows, and other special events. One hour lecture. Four hours laboratory. Three semester hours credit.

TGR 1113 - Fundamentals of Drafting.

A basic course covering areas common to all drafting, with special emphasis on proper technique and early habit formation. One hour lecture. Four hours laboratory. Three semester hours credit.

TGR 2123 - Descriptive Geometry.

Theory and problems designed to develop the ability to visualize points, lines, and surfaces of space, to relate them to each other, and to apply these. One hour lecture. Four hours laboratory. Three semester hours credit.

TGR 2135 - Machine Drafting.

Emphasizes methods, techniques and procedures in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing, and other drafting room procedures. Two hours lecture. Six hours laboratory. Five semester hours credit.

TGR 3113 - Fundamentals of Computer-Aided-Drafting (CAD).

Theory and problems designed to develop the ability to manipulate a computer aided drafting system (CAD) in designing and producing technical drawings equal and superior to traditional drafting techniques and drawings. Two hours lecture. Two hours laboratory. Three semester hours credit.

TGR 3145 - Electrical-Piping-Sheet Metal Drafting.

An advanced course in drafting in which techniques and knowledge are employed in the planning of mechanical and electrical objects. Efficient use of all common types of applicable handbooks, code books, and other standard references are an integral part of this phase of drafting. Two hours lecture. Six hours laboratory. Five semester hours credit.

TGR 3155 - Architectural Drafting.

Presentation and application of architectural drafting room standards. Two hours lecture. Six hours laboratory. Five semester hours credit.

TGR 4123 - Applied Computer-Aided-Drafting (CAD).

Advanced techniques and concepts applied to assigned CAD projects involving mechanical and architectural design and TOPO drafting. One hour lecture. Four hours laboratory. Three semester hours credit.

TGR 4165 - Structural Drafting.

Structural section, terms and conventional abbreviations, and symbols used by structural fabricators and erectors are studied. Knowledge is gained in the use of A.I.S.C. Handbook, the tables of squares and logarithms, and trigonometric functions. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing. Two hours lecture. Six hours laboratory. Five semester hours credit.

TGR 4174 - Map and Topographic Drawing.

Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawing using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. One hour lecture. Six hours laboratory. Four semester hours credit.

TIC 1113 - Control Systems I.

Introduction to automatic feedback control; control system theory; step analysis and frequency response; control valve selection and sizing; proportional, reset and derivative controls. Two hours lecture. Two hours laboratory. Three semester hours credit.

TIC 1123 - Control System II.

For a given, simple process: selection of appropriate instrumentation; preparation of instrumentation diagram; cascade and ratio control; feed-forward control; loop troubleshooting; microprocessor uses. Two hours lecture. Two hours laboratory. Three semester hours credit.

TIE 1113 - Basic Electricity I.

This course introduces the student to the basic electrical knowledge which must be gained before advancing into more complex electrical circuits. Emphasis is given to basic principles, components, and instruments which are the foundations of electrical theory. Two hours lecture. Two hours laboratory. Three semester hours credit.

TIE 1123 - Basic Electricity II.

This course is designed to teach the student various types and uses of electromechanical control systems. Included are such topics as DC power supplies, basic solid state components and circuits and troubleshooting techniques used on such circuits. Two hours lecture. Two hours laboratory. Three semester hours credit.

TIE 1214 - Electric Power Technology I.

This course is designed to teach the theory of DC and AC currents, voltages and components. Also included is the design and theory of operation of DC motors and generators. Three hours lecture. Two hours laboratory. Four semester hours credit.

TIE 1224 - Electric Power Technology II.

This course is designed to teach the student the theory of single phase and three phase power, the design and theory of operation of single phase and three phase AC motors and alternators, and the design and use of electric speed control circuitry. Three hours lecture. Two hours laboratory. Four semester hours credit.

TIE 2512 - Static Control Systems I.

This course provides the student with an indepth study of the control of AC

and DC motors by the use of solid-state components and computer logic circuits. Automatic controls by the use of computers is also introduced to the student. This course will effectively prepare the student for the realities of industrial systems controlled by solid-state devices. Four hours lecture. Two hours laboratory. Five semester hours credit.

TIM 2124 - Heating & Cooling Systems.

This course is designed to develop an understanding of heating and cooling systems and their characteristics, maximum parameters, and limitations. The intent of this course is to present the basics of such systems and factors affecting the efficient operation of them. Two hours lecture. Four hours laboratory. Four semester hours credit.

TIM 2153 - Preventative Maintenance.

This course is designed to give the student knowledge of preventative maintenance schedules and practices. Emphasis is placed on lubricants, bearings, equipment maintenance, requirements, clearances, reconditioning, protection, and operating conditions. Two hours lecture. Two hours laboratory. Three semester hours credit.

TIM 2213 - Pneumatics.

This course introduces the students to the basic pneumatic principles, compression of air, work devices, control devices and circuit diagrams. Emphasis is placed on development of pneumatic control circuits and troubleshooting. Two hours lecture. Two hours laboratory. Three semester hours credit.

TIM 2223 - Hydraulics.

This course introduces the students to basic hydraulics, hydraulic actuators, accumulators, valves, pumps, motors, fluids, coolers, and filters. Emphasis is placed on development of hydraulic control circuits and troubleshooting. Two hours lecture. Two hours laboratory. Three semester hours credit.

TMC 1112 - Microcomputer Operation. (with BASIC)

This course covers the operation, operational procedures and program applications as applies to microcomputers. Introduction to the BASIC programming language with the intent of aiding in servicing and not as a programmer. One hour lecture. Two hours laboratory. Two semester hours credit.

TMD 1113 - Mechanical Devices.

This course introduces the students to the operation of mechanical devices as they relate to pneumatic and hydraulic systems. Two hours lecture. Two hours laboratory. Three semester hours credit.

TMT 1213 - Production Planning and Problems.

This course is designed to familiarize the students with the basic concepts of production and the related problems. Two hours lecture. Two hours laboratory. Three semester hours credit.

TPH 3123 - Physics I. (Mechanics, Heat and Sound)

Fundamental laws of mechanics, heat and sound with technical applications. Two hours lecture. Two hours laboratory. Three semester hours credit.

TPH 4123 - Physics II. (Electricity and Optics)

Fundamental laws of electricity; magnetism and optics with technical applications. Two hours lecture. Two hours laboratory. Three semester hours credit.

TPP 1113 - Plumbing Fixtures.

This course is designed to give the students a knowledge of the different types of plumbing fixtures for both industrial and residential construction. Also covered is the cost and estimating of plumbing fixtures. Two hours lecture. Two hours laboratory. Three semester hours credit.

TPP 1123 - Water Supply Systems.

This course introduces the students to all types of water systems. The size, rules, regulations, and treatment of each system is covered. The testing procedures required by the State Board of Health for each water system is also included. Three hours lecture. Three semester hours credit.

TPP 2113 - Sewage and Drainage Systems.

This course introduces the student to all types of sewage and drainage systems. The size, rules, regulations, and treatment of each system is covered. Also included are the testing procedures of sewage and drainage systems required by the State Board of Health. Three hours lecture. Three semester hours credit.

TPP 2123 - Plumbing Inspection and Testing.

This course is designed to give the students a working knowledge of how plumbing is inspected and tested for both industrial and residential construction. State law requirements concerning the plumbing industry is also covered. Two hours lecture. Two hours laboratory. Three semester hours credit.

TPP 2133 - Plumbing Repairs.

This course is arranged to give the students a knowledge of how to design a plumbing and drainage system. Also included are the most cost efficient methods for repair or replacement of plumbing fixtures. Two hours lecture. Two hours laboratory. Three semester hours credit.

TPY 2113 - Industrial Psychology.

Significance of individual difference in industry; instruments and techniques of selecting and placing personnel; motivating, training, and supervising the workers; nature and control of fatigue; psychological aspects of labor relations; morale and attitude measurements; industrial counseling. Three hours lecture. Three semester hours credit.

TRO 1115 - Robotics I.

This course is designed to introduce the student to industrial robots. Topics to be covered include industrial robot configurations, sub-systems, operation,

auxiliary functions, programming and machine adjustments. Four hours lecture. Two hours laboratory. Five semester hours credit.

TRO 2125 - Robotics II.

This course teaches the VAL programming language and operating system; basic computerized numerical control; and the use of programmable controllers in a robotic system. Three hours lecture. Four hours laboratory. Five semester hours credit.

TRO 2143 - Vision and Sensing Systems.

This course introduces the students to both vision and tactile sensors used for work piece identification, acquisition or manipulation. Emphasis is placed on cameras, hardware, software, convolvers, and sensing devices that compliment each other in these systems. Two hours lecture. Two hours laboratory. Three semester hours credit.

TRO 2233 - Electro-Servo Systems.

This course is designed to teach servo components, servo valves, velocity servos, positional servos, force, pressure, and torque servos amplifiers, programmers, and servo analysis. Emphasis is placed on servo trim and maintenance, and the applications of servo systems. Two hours lecture. Two hours laboratory. Three semester hours credit.

TRO 2243 - Air Logic.

This course is designed to teach the evolution of control, pneumatic power component symbology, detached symbology information gathering, and design techniques. Emphasis is placed on two-hand non-tie down variations, air preparation, fabrication, installation, trouble-shooting procedures and techniques. Two hours lecture. Two hours laboratory. Three semester hours credit.

TTD 1114 - Machine Tool Technology I.

This course teaches set-up and operation of drilling machines, saws, lathes, and milling machines. Emphasis is also placed on precision measurement, inspection, hand tools, layout tools, and bench work. Two hours lecture. Four hours laboratory. Four semester hours credit.

TTD 1124 - Machine Tool Technology II.

This course teaches advanced lathe procedures, the operation of shapers and slotters, vertical and horizontal milling machines, abrasives, grinding machines, cutting fluids and metallurgy. Program writing for CNC equipment is also studied. Two hours lecture. Four hours laboratory. Four semester hours credit.

TTD 1213 - Die Making Procedures I.

This course defines the role of die sets in industry focusing on terminology, screw holes, dowel holes, die life, heat treatment, and the principles of blanking and piercing dies. One hour lecture. Six hours laboratory. Four semester hours credit.

TTD 1224 - Die Making Procedures II.

This course teaches students the basics of punches, punch plate-punch relationships, pilots, die block construction, die stops, and stock material layout. One hour lecture. Six hours laboratory. Four semester hours credit.

TTD 2114 - Special Machine Processes I.

This course is designed to teach principles of tool and cutter grinding, electrical discharge machines, and advanced computer numerical control. Emphasis will be placed on machine set up and operation. Two hours lecture. Four hours laboratory. Four semester hours credit.

TTD 2414 - Die Building I.

This course teaches the building of elementary blanking and piercing dies, essential die-to press relationships, and elementary bending and forming dies. Emphasis is on building and testing dies. One hour lecture. Six hours laboratory. Four semester hours credit.

TTD 2424 - Die Building II.

This course teaches the building and testing of combination dies, compound dies, and progressive dies. One hour lecture. Six hours laboratory. Four semester hours credit.

**HOLMES JUNIOR COLLEGE
RIDGELAND CAMPUS**

**COURSE DESCRIPTIONS
ACADEMIC**

ACC 1213 - Principles of Accounting I.

A study of the elementary accounting principles as applied to the various forms of business organizations and an introduction to specialized fields of accounting. Three hours lecture. Three semester hours credit.

ACC 1223 - Principles of Accounting II. (Pre-requisite: ACC 1213)

A continuation of Accounting 1213. Three hours lecture. Three semester hours credit.

ACC 1211 - Accounting Practice Case I. (Pre-requisite: ACC 1213 or concurrent enrollment)

Completion of two practice sets for single proprietorships. One business uses the sales, cash receipts, purchases, and cash payments journals and the other uses the voucher system. Two hours laboratory. One semester hour credit.

ACC 2413 - Income Tax Accounting.

A study of current state and federal income tax regulations with an opportunity for practical applications in the preparation of individual, partnership,

and corporate returns and to include sales tax reporting and payroll tax reporting. Three hours lecture. Three semester hours credit.

BAD 1313 - Business Mathematics.

Emphasis is placed on the study of the fundamental processes, fractions, decimals, percentage, and problem solving. The application of these fundamental processes is applied toward the problems of business which the student will encounter in the various commercial fields. Three hours lecture. Three semester hours credit.

BIO 1313 - Botany I.

A laboratory course dealing with the application of biological principles to the study of plants including a survey of the kinds, their structure and function. Two hours lecture. Two hours laboratory. Three semester hours credit.

BIO 1323 - Botany II (Pre-requisite: BIO 1313)

A continuation of BIO 1313. Two hours lecture. Two hours laboratory. Three semester hours credit.

BIO 2414 - Zoology I.

A laboratory course dealing with the application of biological principles to the study of animals including a survey of the kinds, their structure, and function. Emphasis is on the invertebrates. Three hours lecture. Two hours laboratory. Four semester hours credit.

BIO 2424 - Zoology II. (Pre-requisite: BIO 2414)

A continuation of BIO 2414 with emphasis on the vertebrates. Two hours lecture. Four hours laboratory. Four semester hours credit.

CHE 1211 - General Chemistry Laboratory I.

Selected experiments to illustrate the principles taught in lecture. Three hours laboratory. One semester hour credit.

CHE 1213 - General Chemistry I.

This course covers the fundamental law and theories of chemistry together with a study of the descriptive chemistry of the non-metallic elements. Three hours lecture. Three semester hours credit.

CHE 1223 - General Chemistry II. (Pre-requisite: CHE 1213)

A study of the metals, their properties, uses, and identification. The topics of ionization, chemical equilibrium and the colloidal state are studied. Three hours lecture. Three semester hours credit.

ENG 1113 - English Composition I.

A study of grammar and composition, with emphasis on the sentence and the paragraph. Readings and frequent themes. Three hours lecture. Three semester hours credit.

- ENG 1123 - English Composition II. (Pre-requisite: ENG 1113)**
A continuation of ENG 1113 with emphasis on the whole composition. Readings, themes, and research paper required. Three hours lecture. Three semester hours credit.
- EPY 2513 - Adolescent Psychology. (Human Growth and Development II)**
A study of the individual during the adolescent years. Three hours lecture. Three semester hours credit.
- GRA 1113 - Engineering Drawing I.**
The use of instruments, geometric construction, orthographic projections, sectional views, and lettering. Six hours laboratory. Three semester hours credit.
- GRA 1123 - Engineering Drawing II. (Pre-requisite: GRA 1113)**
Auxiliary views, dimensioning, axonometric projections, oblique drawing, and fasteners, concepts of descriptive geometry. Six hours laboratory. Three semester hours credit.
- GRA 1143 - Graphic Communications.**
Blueprint reading, general use of instruments, understanding basic lines and planes. Lettering theory of projection drawing; technical communication through orthographic, auxiliary, and oblique vision. Six hours laboratory. Three semester hours credit.
- GRA 1153 - Visualization and Graphic Design. (Pre-requisite: GRA 1143)**
Freehand methods and practice in pictorial and orthographic projections. Detail and sectional graphic design problems involving the geometry of points, lines, and planes in space relationships, concepts of descriptive geometry. Six hours laboratory. Three semester hours credit.
- HIS 1113 - Western Civilization I.**
A general survey of European history from ancient times to 1660 A.D. Three hours lecture. Three semester hours credit.
- HIS 1123 - Western Civilization II.**
A general survey of Western civilization since 1660 A.D. Three hours lecture. Three semester hours credit.
- MAT 1313 - College Algebra. (Pre-requisite: Two years high school algebra or TMA 1233)**
This comprises a review of algebraic operations, systems of linear equations, and quadratic equations; and a study of logarithms, determinants, progressions, binomial theorem, partial fractions, and theory of equations. Three hours lecture. Three semester hours credit.
- MAT 1223 - Trigonometry. (Pre-requisite: MAT 1313 or permission of Advisor)**
This course is a study of solutions of right and oblique triangles, identities, trigonometric equations, and polar and parametric equations. Three hours lecture. Three semester hours credit.

MAT 1613 - Calculus IA.

Coordinate systems; basic theorems of analytics; functions; limits; the derivative; the integral; differentiation and integration of algebraic functions; applications. Three hours lecture. Three semester hours credit.

MAT 1623 - Calculus IIA. (Pre-requisite: MAT 1613)

Differentiation and integration of transcendental functions; the definite integral; methods of integration; applications. Three hours lecture. Three semester hours credit.

PSC 1113 - American National Government.

Survey of the organizations, political aspects of and basis for American government. Three hours lecture. Three semester hours credit.

PSY 1513 - General Psychology I.

An introduction to the scientific study of human behavior. Includes history and methods of psychology; growth and development; principles of learning; sensation and perception; thinking statistics; personality; and intelligence. Three hours lecture. Three semester hours credit.

SOC 2113 - Introduction to Sociology.

A study of human relationships. Students will receive a synopsis of the whole field of sociology; the social world, the social and cultural processes within this world, and the integration of these processes in relation to the individual, the group, and the institution. Three hours lecture. Three semester hours credit.

SPT 1113 - Oral Communication. (Principles of Speech)

Correct and effective English; correct pronunciation and enunciation; breath control; study and practice in making speeches for all occasions, major emphasis on organization of material; and practice in speaking before the group. Three hours lecture. Three semester hours credit.

ACADEMIC FOUNDATION COURSES

(Selection based on placement test)

DEVELOPMENTAL ENGLISH:

TEN 1103 - Developmental English I.

This course in writing stresses basic communication skills — writing of paragraphs, outlines, summaries and essays, general review of mechanics, and reading for ideas included. Three hours lecture. Two hours laboratory. Three semester hours institutional credit. (Not designed to transfer)

TEN 1203 - Developmental English II.

A continuation of TEN 1103. Three hours lecture. Two hours laboratory. Three semester hours institutional credit. (Not designed to transfer)

TEN 1223 - Technical Writing. (Pre-requisite: ENG 1113)

A continuation of ENG 1113 with emphasis on the methods of writing used in technical reports. Readings, themes, and research paper required. Three hours lecture. Three semester hours credit.

MATHEMATICS:

TMA 1213 - College Mathematics I. (Arithmetic & Algebra)

This course is designed to develop for the student the mathematical concepts and techniques for a program in general education. The basic concepts of arithmetic and an introduction to the fundamentals of elementary algebra are presented. Three hours lecture. Three semester hours credit.

TMA 1233 Intermediate Algebra. (Pre-requisite: One year high school algebra or TMA 1213)

This course is designed for students whose qualifications are deficient for College Algebra and for students whose curriculum requires three hours of mathematics for graduation. Materials covered include algebraic factoring, fractions, problem solving, roots and radicals, quadratics, graphics, and simultaneous equations and basic geometric concepts. Three hours lecture. Three semester hours credit.

READING:

TRE 1102 - Developmental Reading I.

A laboratory course designed to offer special reading instruction to students deficient in reading skills. One hour lecture. Two hours laboratory. Two semester hours institutional credit. (Not designed to transfer)

TRE 1202 - Developmental Reading II.

A continuation of TRE 1102. One hour lecture. Two hours laboratory. Two semester hours institutional credit. (Not designed to transfer)

TRE 1212 - Reading Improvement I.

A course provided to help students develop reading skills necessary for success in college. Diagnostic testing followed by practice in skills according to the needs of the student. Emphasis on spelling, pronunciation,, vocabulary and study skills. Guidance in developing wide reading interests. Three hours lecture. Two semester hours credit.

TRE 1222 - Reading Improvement II.

A continuation of TRE 1212. Three hours lecture. Two semester hours credit.

HOLMES JUNIOR COLLEGE RIDGELAND CAMPUS COURSE OF STUDY ACADEMIC

The following are lists of projected freshman year courses generally required for students planning on majoring in the programs indicated. There may be slight variations in the exact subjects required by the senior college or university from which the student expects to receive a degree.

A student is not limited to the program outlined. By proper selection of his/her courses, he/she may meet the requirements of the freshman year of many other academic majors. The sophomore year requirements will be added in the fall of 1986, pending sufficient student demand.

COURSE I AGRICULTURE

FIRST YEAR

FIRST SEMESTER

English Composition I	ENG 1113
General Chemistry I	CHE 1213
Gen. Chemistry Lab I	CHE 1211
Botany I	BIO 1313
College Algebra	MAT 1313
Am. Nat. Government	PSC 1113

SECOND SEMESTER

English Composition II	ENG 1123
General Chemistry II	CHE 1223
Gen. Chemistry Lab II	CHE 1221
Botany II	BIO 1323
Math (Trigonometry)	MAT 1323
Oral Communication	SPT 1113

COURSE II FORESTRY AND WILDLIFE

FIRST YEAR

FIRST SEMESTER

English Composition I	ENG 1113
College Algebra	MAT 1313
General Chemistry I	CHE 1213
Gen. Chemistry Lab I	CHE 1211
Botany I	BIO 1313
Zoology I	BIO 2414

SECOND SEMESTER

English Composition II	ENG 1123
Trigonometry	MAT 1323
General Chemistry II	CHE 1223
Gen. Chemistry Lab II	CHE 1221
Botany II	BIO 1323
Oral Communication	SPT 1113
Social Science (Sociology)	SOC 2113

COURSE III LIBERAL ARTS CORE CURRICULUM

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
English Composition I	ENG 1113	English Composition II	ENG 1123
Math (College Algebra)	MAT 1313	Math (Trigonometry)	MAT 1323
Oral Communication	SPT 1113	General Psychology I	PSY 1513
Am. Nat. Government	PSC 1113	History (Western Civ. II)	HIS 1123
History (Western Civ. I)	HIS 1113	Science (Botany II)	BIO 1323
Science (Botany I)	BIO 1313		

COURSE IV RESPIRATORY THERAPIST

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
General Chemistry I	CHE 1213	Zoology II	BIO 2424
Gen. Chemistry Lab I	CHE 1211	General Chemistry II	CHE 1223
Zoology I	BIO 2414	Gen. Chemistry Lab II	CHE 1221
General Psychology I	PSY 1513	Oral Communication	SPT 1113
History (Western Civ. I)	HIS 1113	Adolescent Psychology	EPY 2523
		Intro. to Sociology	SOC 2113

COURSE V CRIMINAL JUSTICE

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
English Composition I	ENG 1113	English Composition II	ENG 1123
Science (Botany I)	BIO 1313	Science (Botany II)	BIO 1323
Oral Communication	SPT 1113	General Psychology I	PSY 1513
Math (College Algebra)	MAT 1313	Math (Trigonometry)	MAT 1323
Am. Nat. Government	PSC 1113	Intro. to Sociology	SOC 2113
History (Western Civ. I)	HIS 1113	History (Western Civ. II)	HIS 1123

COURSE VI SOCIAL WORK

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
English Composition I	ENG 1113	English Composition II	ENG 1123
Western Civilization I	HIS 1113	Western Civilization II	HIS 1123
College Algebra	MAT 1313	Intro. to Sociology	SOC 2113
Am. Nat. Government	PSC 1113	Science (Botany II)	BIO 1323
General Psychology I	PSY 1513	Oral Communication	SPT 1113
Science (Botany I)	BIO 1313		

COURSE VII DENTAL HYGIENE

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
English Composition I	ENG 1113	English Composition II	ENG 1123
General Chemistry I	CHE 1213	Intro. to Sociology	SOC 2113
Zoology I	BIO 2414	Oral Communication	SPT 1113
General Psychology I	PSY 1513		
Botany I	BIO 1313		

COURSE VIII BIOLOGICAL SCIENCE

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
English Composition I	ENG 1113	English Composition II	ENG 1123
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen. Chemistry Lab I	CHE 1211	Gen. Chemistry Lab II	CHE 1221
Botany I	BIO 1313	Botany II	BIO 1323
College Algebra	MAT 1313	Trigonometry	MAT 1323
Zoology I	BIO 2414	Zoology II	BIO 2424

COURSE IX PRE-MEDICAL AND PRE-DENTAL

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
English Composition I	ENG 1113	English Composition II	ENG 1123
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen. Chemistry Lab I	CHE 1211	Gen. Chemistry Lab II	CHE 1221
College Algebra	MAT 1313	Trigonometry	MAT 1323
Zoology I	BIO 2414	Zoology II	BIO 2424

COURSE X PRE-PHARMACY

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
English Composition I	ENG 1113	English Composition II	ENG 1123
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen. Chemistry Lab I	CHE 1211	Gen. Chemistry Lab II	CHE 1221
College Algebra	MAT 1313	Trigonometry	MAT 1323
Zoology I	BIO 2414	Am. Nat. Government	PSC 1113
Botany I	BIO 1313		

COURSE XI PRE-VETERINARY

FIRST YEAR

FIRST SEMESTER

English Composition I	ENG 1113
General Chemistry I	CHE 1213
Gen. Chemistry Lab I	CHE 1211
College Algebra	MAT 1313
Zoology I	BIO 2414
Western Civilization I	HIS 1113
Botany I	BIO 1313
Am. Nat. Government	PSC 1113

SECOND SEMESTER

English Composition II	ENG 1123
General Chemistry II	CHE 1223
Gen. Chemistry Lab II	CHE 1221
Trigonometry	MAT 1323
Oral Communication	SPT 1113
General Psychology I	PSY 1513

COURSE XII MEDICAL TECHNOLOGY

FIRST YEAR

FIRST SEMESTER

English Composition I	ENG 1113
General Chemistry I	CHE 1213
Gen. Chemistry Lab I	CHE 1211
College Algebra	MAT 1313
Zoology I	BIO 2414
General Psychology I	PSY 1513

SECOND SEMESTER

English Composition II	ENG 1123
General Chemistry II	CHE 1223
Gen. Chemistry Lab II	CHE 1221
Trigonometry	MAT 1323
History (Western Civ. II)	HIS 1123
Zoology II	BIO 2424
Intro. to Sociology	SOC 2113

COURSE XIII MEDICAL RECORD ADMINISTRATION

FIRST YEAR

FIRST SEMESTER

English Composition I	ENG 1113
Zoology I	BIO 2414
General Chemistry I	CHE 1213
General Psychology I	PSY 1513
Elem. Keyboarding I	TBO 1113
Oral Communication	SPT 1113
College Algebra	MAT 1313

SECOND SEMESTER

English Composition II	ENG 1123
Zoology II	BIO 2424
General Chemistry II	CHE 1223
Int. Keyboarding II	TBO 2123
Bus. Communications	TBO 2613

COURSE XIV NURSING

FIRST YEAR

FIRST SEMESTER

English Composition I	ENG 1113
Zoology I	BIO 2414
General Chemistry I	CHE 1213
Gen. Chemistry Lab I	CHE 1211
Oral Communication	SPT 1113
College Algebra	MAT 1313
History (Western Civ. I)	HIS 1113

SECOND SEMESTER

English Composition II	ENG 1123
General Psychology I	PSY 1513
Zoology II	BIO 2424
General Chemistry II	CHE 1223
Gen. Chemistry Lab II	CHE 1221
Intro. to Sociology	SOC 2113
History (Western Civ. II)	HIS 1123

COURSE XVI PHYSICAL THERAPY

FIRST YEAR

FIRST SEMESTER

English Composition I	ENG 1113
General Chemistry I	CHE 1213
Gen. Chemistry Lab I	CHE 1211
College Algebra	MAT 1313
Zoology I	BIO 2414
Oral Communication	SPT 1113

SECOND SEMESTER

English Composition II	ENG 1123
General Chemistry II	CHE 1223
Gen. Chemistry Lab II	CHE 1221
Trigonometry	MAT 1323
Zoology II	BIO 2424
General Psychology	PSY 1513
Psychology (Adol. Phy.)	EPY 2523
Intro. to Sociology	SOC 2113

COURSE XVII COMPUTER SCIENCE

FIRST YEAR

FIRST SEMESTER

English Composition I	ENG 1113
Zoology I	BIO 2414
General Chemistry I	CHE 1213
Western Civilization I	HIS 1113
Calculus IA	MAT 1613

SECOND SEMESTER

English Composition II	ENG 1123
Oral Communication	SPT 1113
Am. Nat. Government	PSC 1113
General Psychology I	PSY 1513
Calculus IIA	MAT 1623

COURSE XVIII PRE-ARCHITECTURE

FIRST YEAR

FIRST SEMESTER

English Composition I	ENG 1113
College Algebra	MAT 1313
General Psychology I	PSY 1513
Western Civilization I	HIS 1113

SECOND SEMESTER

English Composition II	ENG 1123
Trigonometry	MAT 1323
Intro. to Sociology	SOC 2113
Western Civilization II	HIS 1123

COURSE XIX ENGINEERING

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
English Composition I	ENG 1113	English Composition II	ENG 1123
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen. Chemistry Lab I	CHE 1211	Gen. Chemistry Lab II	CHE 1221
Gen. Communication I	GRA 1143	Vis. and Graphic Design	GRA 1153
Calculus IA	MAT 1613	Calculus IIA	MAT 1623
		Am. Nat. Government	PSC 1113

COURSE XXI ELEMENTARY EDUCATION

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
English Composition I	ENG 1113	English Composition II	ENG 1123
Botany I	BIO 1313	Am. Nat. Government	PSC 1113
Western Civilization I	HIS 1113	Intro. to Sociology	SOC 2113
College Algebra	MAT 1313	Oral Communication	SPT 1113

COURSE XXV SECONDARY EDUCATION ENGLISH, SOCIAL SCIENCE, AND LIBRARY SCIENCE

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
English Composition I	ENG 1113	English Composition II	ENG 1123
Western Civilization I	HIS 1113	Western Civilization II	HIS 1123
Intro. to Sociology	SOC 2113	Oral Communication	SPT 1113
General Psychology I	PSY 1513	Am. Nat. Government	PSC 1113
Math (College Algebra)	MAT 1313	Adolescent Psychology	EPY 2523

COURSE XXVI SECONDARY EDUCATION PHYSICAL EDUCATION

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
English Composition I	ENG 1113	English Composition II	ENG 1123
Zoology I	BIO 2414	Zoology II	BIO 2424
Western Civilization I	HIS 1113	Western Civilization II	HIS 1123
College Algebra	MAT 1313	Intro. to Sociology	SOC 2113
General Psychology	PSY 1513	Adolescent Psychology	EPY 2513
		Oral Communication	SPT 1113

**COURSE XXVII
SECONDARY EDUCATION
SCIENCE MAJORS—BIOLOGY**

FIRST YEAR

FIRST SEMESTER

English Composition I	ENG 1113
Botany I	BIO 1313
Zoology I	BIO 2414
General Chemistry I	CHE 1213
Gen. Chemistry Lab I	CHE 1211
Western Civilization I	HIS 1113
College Algebra	MAT 1313
General Psychology I	PSY 1513

SECOND SEMESTER

English Composition II	ENG 1123
Botany II	BIO 1323
Zoology II	BIO 2424
General Chemistry II	CHE 1223
Gen. Chemistry Lab II	CHE 1221
Western Civilization II	HIS 1123
Trigonometry	MAT 1323
Adolescent Psychology	EPY 2523
Am. Nat. Government	PSC 1113

**COURSE XXVIII
SECONDARY EDUCATION
MATHEMATICS MAJORS**

FIRST YEAR

FIRST SEMESTER

English Composition I	ENG 1113
College Algebra	MAT 1313
History (Western Civ. I)	HIS 1113
Am. Nat. Government	PSC 1113
Bio. Science (Botany I)	BIO 1313
General Psychology I	PSY 1513

SECOND SEMESTER

English Composition II	ENG 1123
Trigonometry	MAT 1323
History (Western Civ. II)	HIS 1123
Oral Communication	SPT 1113
Bio. Science (Botany II)	BIO 1323
Adolescent Psychology	EPY 2523

**COURSE XXIX
SECONDARY EDUCATION
BUSINESS EDUCATION**

FIRST YEAR

FIRST SEMESTER

English Composition I	ENG 1113
Prin. of Accounting I	ACC 1213
Western Civilization I	HIS 1113
General Psychology I	PSY 1513
Botany I	BIO 1313
Zoology I	BIO 2414

SECOND SEMESTER

English Composition II	ENG 1123
Prin. of Accounting II	ACC 1223
Western Civilization II	HIS 1123
Adolescent Psychology	EPY 2523
Am. Nat. Government	PSC 1113
Oral Communication	SPT 1113

**COURSE XXX
SECONDARY EDUCATION
INDUSTRIAL ARTS**

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
English Composition I	ENG 1113	English Composition II	ENG 1123
Engineering Drawing I	GRA 1113	Engineering Drawing II	GRA 1123
Western Civilization I	HIS 1113	Western Civilization II	HIS 1123
College Algebra	MAT 1313	Adolescent Psychology	EPY 2523
Am. Nat. Government	PSC 1113	Oral Communication	SPT 1113

**COURSE XXXI
INDUSTRIAL TECHNOLOGY**

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
English Composition I	ENG 1113	English Composition II	ENG 1123
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Engineering Drawing I	GRA 1113	Engineering Drawing II	GRA 1123
Western Civilization I	HIS 1113	Am. Nat. Government	PSC 1113
College Algebra	MAT 1313	Trigonometry	MAT 1323
General Psychology I	CHE 1213	Oral Communications	SPT 1113

**COURSE XXXII
BUSINESS AND COMMERCE**

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
English Composition I	ENG 1113	English Composition II	ENG 1123
History (Western Civ. I)	HIS 1113	History (Western Civ. II)	HIS 1123
General Psychology	PSY 1513	Am. Nat. Government	PSC 1113
Science (Botany I)	BIO 1313	Science (Botany II)	BIO 1323
Prin. of Accounting I	ACC 1213	Prin. of Accounting II	ACC 1223
College Algebra	MAT 1313	Oral Communication	SPT 1113
Business Law I	BAD 2413		

HOLMES JUNIOR COLLEGE RIDGELAND CAMPUS

COURSE OF STUDY TECHNICAL

BUSINESS AND OFFICE TECHNOLOGY (ACCOUNTING OPTION)

FIRST YEAR

FIRST SEMESTER

Prin. of Accounting I	ACC 1213
English Composition I	ENG 1113
Elem. Keyboarding I	TBO 1113
Filing-Records Mgt.	TBO 1313
Data Entry and File Manipulation	TDP 1112
Industrial Psychology	TPY 2113
Total 17 Hours	

SECOND SEMESTER

Accounting Prac. Case	ACC 1211
Prin. of Accounting II	ACC 1223
Business Mathematics	BAD 1313
English Composition II	ENG 1123
Electronic Calculators	TBO 1513
Int. Keyboarding II	TBO 2123
Bus. Communication	TBO 2613
Total 19 Hours	

SECOND YEAR

FIRST SEMESTER

Business Law I	TBA 2413
Secretarial Practice	TBO 1413
Microcomputer Info. Processing	TBO 3313
Computer Operation and Control	TDP 3124
Oral Communication	SPT 1113
Total 16 Hours	

SECOND SEMESTER

Income Tax Accounting	ACC 2413
Prin. of Management	TBA 2513
Office Practicum	TBO 2323
Data Base Management	TDB 1113
Prin. of Marketing	TDM 2113
Total 15 Hours	

PROGRAM DESCRIPTION: The accounting option is designed to prepare individuals for employment opportunities in the accounting field. Upon successful completion of the program, the students should be prepared for accounting positions in business and industry, government agencies, and public accounting firms.

**BUSINESS AND OFFICE TECHNOLOGY
(MICROCOMPUTER SPECIALIST OPTION)**

FIRST YEAR

FIRST SEMESTER

Prin. of Accounting I	ACC	1213
Business Mathematics	BAD	1313
English Composition I	ENG	1113
Elem. Keyboarding I	TBO	1113
Data Entry and File Manipulation	TDP	1112
Introduction to Data Processing (w. Basic)	TDP	1115
Total 19 Hours		

SECOND SEMESTER

English Composition II	ENG	1123
Electronic Calculators	TBO	1513
Int. Keyboarding II	TBO	2123
Bus. Communications	TBO	2613
Principles of Digital Hardware	TDP	2121
Computer Business Applications (w. Cobol)	TDP	3115
Total 18 Hours		

SECOND YEAR

FIRST SEMESTER

Secretarial Practice	TBO	1413
Microcomputer Info. Processing	TBO	3313
Computer Operation and Control	TDP	3124
Other Programming Languages and Appl.	TDP	4213
Oral Communication	SPT	1113
Total 16 Hours		

SECOND SEMESTER

Prin. of Management	TBA	2513
Info. Processing II	TBO	4143
Data Base Management	TDB	1113
System Analysis and Design	TDP	4224
Industrial Psychology	TPY	2113
Total 16 Hours		

PROGRAM DESCRIPTION: The microcomputer specialist option is designed to train students to work effectively in a variety of businesses and industries that use the microcomputers to support their business functions. The curriculum consists of specialized microcomputer courses and related business courses.

**BUSINESS AND OFFICE TECHNOLOGY
(WORD PROCESSING OPTION)**

FIRST YEAR

FIRST SEMESTER

Business Mathematics	BAD	1313
English Composition I	ENG	1113
Elem. Keyboarding I	TBO	1113
Elem. Shorthand I	TBO	1213
Data Entry and File Manipulation	TDP	1112
Principles of Digital Hardware	TDP	2121
Total 15 Hours		

SECOND SEMESTER

English Composition II	ENG	1123
Electronic Calculators	TBO	1513
Int. Keyboarding II	TBO	2123
Int. Shorthand II	TBO	2223
Bus. Communication	TBO	2613
Industrial Psychology	TPY	2113
Total 18 Hours		

SECOND YEAR

FIRST SEMESTER			SECOND SEMESTER		
Prin. of Accounting I	ACC	1213	Office Practicum	TBO	2323
Filing Records Mgt.	TBO	1313	Info. Processing II	TBO	4143
Secretarial Practice	TBO	1413	Dictation and		
Advanced Shorthand II	TBO	3233	Transcription IV	TBO	4243
Microcomputer Info.			Data Base Management	TDB	1113
Processing	TBO	3313	Oral Communication	SPT	1113
Computer Operations and Control	TDP	3124			
Total 19 Hours			Total 15 Hours		

PROGRAM DESCRIPTION: The word processing option is designed to provide the specialized training necessary to work in the sophisticated electronic environment of today's modern offices. Upon successful completion of this program, the students should be prepared for positions as word processors, supervisors of word processors, and managers of word processing operations.

SUPERVISION AND MANAGEMENT TECHNOLOGY

FIRST YEAR

FIRST SEMESTER			SECOND SEMESTER		
Prim. of Accounting I	ACC	1213	English Composition II	ENG	1123
English Composition I	ENG	1113	Electronic Calculators	TBO	1513
Elem. Keyboarding I	TBO	1113	Int. Keyboarding II	TBO	2123
Data Entry and File Manipulation	TDP	1112	Bus. Communication	TBO	2613
Introduction to Data Processing (w Basic)	TDP	1115	Production Planning and Problems	TMT	1213
Total 16 Hours			Industrial Psychology	TPY	2113
			Total 18 Hours		

SECOND YEAR

FIRST SEMESTER			SECOND SEMESTER		
Business Mathematics	BAD	1313	Data Base Management	TDB	1113
Business Law I	TBA	2413	Principles of Marketing	TDM	2113
Prin. of Management	TBA	2513	Personnel Management	TDM	2223
Filing-Records Mgt.	TBO	1313	Oral Communication	SPT	1113
Microcomputer Info. Processing	TBO	3313	Elective		3
Total 15 Hours			Total 15 Hours		

PROGRAM DESCRIPTION: The supervision and management option provides a concentration in business management that prepares students for administrative positions in a wide variety of career settings--business, industry, educational institutions, government or social services agencies.

BUSINESS AND OFFICE TECHNOLOGY (LEGAL SECRETARY OPTION)

FIRST YEAR

FIRST SEMESTER

Prin. of Accounting I	ACC	1213
English Composition I	ENG	1113
Elem. Keyboarding I	TBO	1113
Elem. Shorthand I	TBO	1213
Filing-Records Mgt.	TBO	1313
Industrial Psychology	TPY	2113

Total 18 Hours

SECOND SEMESTER

Business Mathematics	BAD	1313
English Composition II	ENG	1123
Electronic Calculators	TBO	1513
Int. Keyboarding II	TBO	2123
Int. Shorthand II	TBO	2223
Bus. Communication	TBO	2613
Data Entry and File Manipulation	TDP	1112

Total 20 Hours

SECOND YEAR

FIRST SEMESTER

Business Law I	TBA	2413
Secretarial Practice	TBO	1413
Advanced Shorthand III	TBO	3233
Microcomputer Info. Processing	TBO	3313
Computer Operations and Control	TDP	3124

Total 16 Hours

SECOND SEMESTER

Office Practicum	TBO	2323
Info. Processing II	TBO	4143
Dictation and Transcription IV (Legal Machine Transcription)	TBO	4243
Data Base Management	TDB	1113
Oral Communication	SPT	1113

Total 15 Hours

PROGRAM DESCRIPTION: The legal secretary option provides specialized training for successful employment in the legal field. Some of the duties are to prepare legal documents and correspondence, to review law journals, and to assist in other ways with legal research.

BUSINESS AND OFFICE TECHNOLOGY (ADMINISTRATIVE ASSISTANT OPTION)

FIRST YEAR

FIRST SEMESTER

Prin. of Accounting I	ACC	1213
English Composition I	ENG	1113
Elem. Keyboarding I	TBO	1113
Filing-Records Mgt.	TBO	1313
Data Entry and File Manipulation	TDP	1112
Industrial Psychology	TPY	2113

Total 17 Hours

SECOND SEMESTER

Business Mathematics	BAD	1313
English Composition II	ENG	1123
Electronic Calculators	TBO	1513
Int. Keyboarding II	TBO	2123
Bus. Communication	TBO	2613

Total 15 Hours

SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
Business Law I	TBA 2413	Prin. of Management	TBA 2513
Secretarial Practice	TBO 1413	Office Practicum	TBO 2323
Microcomputer Info.		Info. Processing II	TBO 4143
Processing	TBO 3313	Data Base Management	TDB 1113
Computer Operations		Personnel Management	TDM 2223
and Control	TDP 3124	Computer Business	
Oral Communication	SPT 1113	Applications (w.Cobol)	TDP 3115
Total 16 Hours		Total 20 Hours	

PROGRAM DESCRIPTION: Completion of the administrative assistant option gives an understanding of general business activities required of all office employees for occupational competence. Students gain a mastery of the skills and a thorough knowledge of the subject matter essential for initial employment.

BUSINESS AND OFFICE TECHNOLOGY (ADMINISTRATIVE SECRETARY OPTION)

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
Prin. of Accounting I	ACC 1213	English Composition II	ENG 1123
English Composition I	ENG 1113	Electronic Calculators	TBO 1513
Elem. Keyboarding I	TBO 1113	Int. Keyboarding II	TBO 2123
Elem. Shorthand I	TBO 1213	Int. Shorthand II	TBO 2223
Filing-Records Mgt.	TBO 1313	Bus. Communication	TBO 2613
Data Entry and File		Industrial Psychology	TPY 2113
Manipulation	TDP 1112		
Total 17 Hours		Total 18 Hours	

SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
Business Mathematics	BAD 1313	Prin. of Management	TBA 2513
Secretarial Practice	TBO 1413	Office Practicum	TBO 2323
Advanced Shorthand III	TBO 3233	Info. Processing II	TBO 4143
Microcomputer Info.		Dictation and	
Processing	TBO 3313	Transcription IV	TBO 4243
Computer Operations		Data Base Management	TDB 1113
and Control	TDP 3124		
Oral Communication	SPT 1113		
Total 19 Hours		Total 15 Hours	

PROGRAM DESCRIPTION: The administrative secretary option provides training for employment as a secretary in organizations of every description. Duties range from taking dictation, typewriting, filing, routing mail, and answering the telephone to more complex work such as writing letters, conducting research, and preparing statistical reports.

BUSINESS AND OFFICE TECHNOLOGY (MEDICAL SECRETARY OPTION)

FIRST YEAR

FIRST SEMESTER

Prin. of Accounting I	ACC 1213
English Composition I	ENG 1113
Elem. Keyboarding I	TBO 1113
Elem. Shorthand I	TBO 1213
Filing-Records Mgt.	TBO 1313
Total 15 Hours	

SECOND SEMESTER

Business Mathematics	BAD 1313
English Composition II	ENG 1123
Electronic Calculators	TBO 1513
Int. Keyboarding II	TBO 2123
Int. Shorthand II	TBO 2223
Industrial Psychology	TPY 2113
Total 18 Hours	

SECOND YEAR

FIRST SEMESTER

Secretarial Practice	TBO 1413
Advanced Shorthand III	TBO 3233
Microcomputer Info. Processing	TBO 3313
Data Entry and File Manipulation	TDP 1112
Computer Operations and Control	TDP 3124
Total 15 Hours	

SECOND SEMESTER

Office Practicum	TBO 2323
Info. Processing II	TBO 4113
Dictation and Transcription IV (Med. Machine Transcription)	TBO 4213
Data Base Management	TDB 1113
Oral Communication	SPT 1113
Bus. Communication	TBO 2613
Total 18 Hours	

PROGRAM DESCRIPTION: The medical secretary option provides specialized training needed for secretarial work in a health office setting including doctors' offices, insurance offices, clinics, hospitals, and laboratories. Jobs performed include transcribing dictation, preparing correspondence, and assisting physicians or medical scientists with reports, speeches, articles, and conference preceedings.

DATA PROCESSING

FIRST YEAR

FIRST SEMESTER

English Composition I	ENG 1113
College Algebra	MAT 1313
Elem. Keyboarding I	TBO 1113
Introduction to Data Processing (w Basic)	TDP 1115
Principles of Digital Hardware	TDP 2121
Total 15 Hours	

SECOND SEMESTER

Business Mathematics	BAD 1313
English Composition II	ENG 1123
Business Law I	TBA 2413
Bus. Communication	TBO 2613
Data Entry and File Manipulation	TDP 1112
Computer Business Application (w/Cobol)	TDP 3115
Total 19 Hours	

SECOND YEAR

FIRST SEMESTER

Prin. of Accounting I	ACC 1213
Prin. of Management System Fundamentals (w/RPG)	TBA 2513
Computer Operations and Control	TDP 2115
Other Programming Languages and Appl.	TDP 3124
	TDP 4213
Total 18 Hours	

SECOND SEMESTER

Accounting Prac. Case	ACC 1211
Prin. of Accounting II	ACC 1223
Data Base Management	TDB 1113
System Analysis and Design	TDP 4224
Advanced Programming (RPG II)	TDP 4234
Total 15 Hours	

NOTE: Data Entry (1 Semester)
 Computer Operator (1 Year)
 Computer Programmer (2 Years)

PROGRAM DESCRIPTION: An instructional program that generally prepares individuals to analyze and design data processing system configurations; write, test, monitor, debug, and maintain data processing programs; and operate computers and peripheral and data entry equipment.

ROBOTICS TECHNOLOGY

FIRST YEAR

FIRST SEMESTER

English Composition I	ENG 1113
College Algebra	MAT 1313
Basic Elec. Electronics	TER 1125
Digital Principles	TER 1225

Total 16 Hours

SECOND SEMESTER

English Composition II	ENG 1123
Trigonometry	MAT 1323
Electronic Dev. Circuits	TER 1215
Microprocessor Fund.	TER 2325
Microcomputer Oper. (with Basic)	TMC 1112

Total 18 Hours

SECOND YEAR

FIRST SEMESTER

Oral Communication	SPT 1113
Linear Intergrated Circuits	TER 2314
Pneumatics	TIM 2213
Hydraulics	TIM 2223
Physics I	TPH 3123
Robotics I	TRO 1115

Total 21 Hours

SECOND SEMESTER

Interface and Control Systems	TER 2415
Robotics II	TRO 2125
Vision and Sensing Sys.	TRO 2143
Electro-Sensing Sys.	TRO 2233
Air Logic	TRO 2243

Total 19 Hours

PROGRAM DESCRIPTION: An instructional program that is designed to provide an individual with the technical knowledge and skills necessary for gaining employment as a robotic technician. Emphasis is placed on installation, programming, qualifying, maintaining and servicing robots and automation equipment found in manufacturing complexes.

ELECTRONICS TECHNOLOGY

FIRST YEAR

FIRST SEMESTER

English Composition I	ENG 1113
College Algebra	MAT 1313
Basic Elec. Electronics	TER 1125
Digital Principles	TER 1225

Total 16 Hours

SECOND SEMESTER

English Composition II	ENG 1123
Trigonometry	MAT 1323
Electronic Dev. Circuits	TER 1215
Microprocessor Fund.	TER 2325
Microcomputer Oper. (with Basic)	TMC 1112

Total 16 Hours

SECOND YEAR

FIRST SEMESTER

Linear Intergrated Circuits	TER 2314
Control Systems I	TIC 1113
Pneumatics	TIM 2213
Hydraulics	TIM 2223
Physics I	TPH 3123

Total 16 Hours

SECOND SEMESTER

Oral Communication	SPT 1113
Audio and Visual Prin.	TER 2334
Interface and Control Systems	TER 2415
Data Acquisition and Transmission	TER 2625

Total 17 Hours

PROGRAM DESCRIPTION: An instructional program that prepares individuals to support the electronic engineer and other professionals in the design, development, modification, and testing of electronic circuits, devices, and systems. Includes instruction in practical circuit feasibility; prototype development and testing; systems analysis, including design, selection, installation, calibration, and testing; solid-state and microminature circuits; and the application of engineering data to specific problems in the electronics field.

INSTRUMENTATION TECHNOLOGY

FIRST YEAR

FIRST SEMESTER

English Composition I	ENG 1113
College Algebra	MAT 1313
Basic Elec./Electronics	TER 1125
Digital Principles	TER 1225

Total 16 Hours

SECOND SEMESTER

English Composition II	ENG 1123
Trigonometry	MAT 1323
Electronic Dev./Circuits	TER 1215
Microprocessor Fund.	TER 2325
Microcomputer Oper. (with Basic)	TMC 1112

Total 18 Hours

SECOND YEAR

FIRST SEMESTER			SECOND SEMESTER		
Oral Communication	SPT	1113	Interface and		
Control Systems I	TIC	1113	Control Systems	TER	2415
Pneumatics	TIM	2213	Control Systems II	TIC	1123
Hydraulics	TIM	2223	Mechanical Devices	TMD	1113
Physics I	TPH	3123	Industrial Psychology	TPY	2113
			Elective		3
Total 15 Hours			Total 17 Hours		

PROGRAM DESCRIPTION: An instructional program that prepares individuals to design, develop prototypes for, test, and evaluate control or measurement devices on systems, and to prepare graphs, written reports, and test results in support of the professional personnel working in the field of instrumentation. Includes instruction in the fields of electricity, electronics, mechanics, pneumatics, and hydraulics as they pertain to the principles of control, recording systems, automated devices, and the calibration of instrumentation units or systems.

DISTRIBUTION AND WAREHOUSING TECHNOLOGY

FIRST YEAR

FIRST SEMESTER			SECOND SEMESTER		
English Composition I	ENG	1113	English Composition II	ENG	1123
College Algebra	MAT	1313	Trigonometry	MAT	1323
Basic Elec./Electronics	TER	1125	Data Entry and File		
Digital Principles	TER	1225	Manipulation	TDP	1112
			Electronic Dev./Circuits	TER	1215
			Microprocessor Fund.	TER	2325
Total 15 Hours			Total 18 Hours		

SECOND YEAR

FIRST SEMESTER			SECOND SEMESTER		
Business Mathematics	BAD	1313	Bus. Communication	TBO	2613
Oral Communication	SPT	1113	Electronic Calculators	TBO	1513
Prin. of Management	TBA	2513	Prin. of Marketing	TDM	2113
Elem. Keyboarding I	TBO	1113	Personnel Management	TDM	2223
Filing-Records Mgt.	TBO	1313	Industrial Psychology	TPY	2113
			Elective		3
Total 15 Hours			Total 18 Hours		

PROGRAM DESCRIPTION: An instructional program that prepares individuals to undertake marketing responsibilities associated with the storage of farm products, furniture and other household goods, or commercial products of any kind.

CLIMATE CONTROL TECHNOLOGY

FIRST YEAR

FIRST SEMESTER	
English Composition I	ENG 1113
College Algebra	MAT 1313
Basic Elec. Electronics	TER 1125
Digital Principles	TER 1225

Total 16 Hours

SECOND SEMESTER	
English Composition II	ENG 1123
Trigonometry	MAT 1323
Electronic Dev. Circuits	TER 1215
Microprocessor Fund.	TER 2325
Microcomputer Oper. (with Basic)	TMC 1112
Total 18 Hours	

SECOND YEAR

FIRST SEMESTER	
Oral Communication	SPT 1113
Control Systems I	TIC 1112
Heating and Cooling Systems	TIM 2124
Pneumatics	TIM 2213
Hydraulics	TIM 2223
Physics I	TPH 3123

Total 19 Hours

SECOND SEMESTER	
Interface and Control Systems	TER 2415
Control Systems II	TIC 1112
Mechanical Devices	TDM 1113
Industrial Psychology	TPY 2113

Total 14 Hours

PROGRAM DESCRIPTION: An instructional program that generally prepares individuals to install, repair, and maintain the operating condition of heating, air conditioning, and refrigeration systems.

ELECTRICAL AND POWER TRANSMISSION TECHNOLOGY

FIRST YEAR

FIRST SEMESTER	
English Composition I	ENG 1113
College Algebra	MAT 1313
Basic Elec. Electronics	TER 1125
Digital Principles	TER 1225

Total 16 Hours

SECOND SEMESTER	
English Composition II	ENG 1123
Trigonometry	MAT 1323
Power Generation and Transmission	TEP 1113
Electronic Dev./Circuits	TER 1216

Total 15 Hours

SECOND YEAR

FIRST SEMESTER	
Oral Communication	SPT 1113
Electrical Wiring	TBC 3153
Power Line Constr. I	TEP 2113
Electric Power Tech. I	TIE 1214
Physics I	TPH 3123

Total 16 Hours

SECOND SEMESTER	
Surveying	TEG 4143
Electrical-Piping-Sheet Metal Drafting	TGR 3145
Electrical Power Tech. II	TIE 1224
Physics II	TPH 4123
Elective	3

Total 18 Hours

PROGRAM DESCRIPTION: An instructional program that generally prepares in-

dividuals to install, operate, maintain, and repair residential, commercial, and industrial electrical systems, and the power lines that transmit electricity from its source of generation to its place of consumption.

PLUMBING AND PIPE FITTING TECHNOLOGY

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
Construction Blueprint Reading	TBC 1123	Construction Planning and Scheduling	TBC 2173
Welding Applications	TBC 1142	Cost and Estimating I	TBC 3143
Intro. to Plumbing and Pipe Fitting	TBC 3213	Plumbing Fixtures	TPP 1113
Fund. of Drafting	TGR 1113	Water Supply Systems	TPP 1123
Total 17 Hours		Total 18 Hours	

SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
Computational Methods	TEG 1113	Oral Communication	SPT 1113
Architectural Drafting	TGR 3155	Surveying	TEG 4143
Pneumatics	TIM 2213	Electrical-Piping-Sheet Metal Drafting	TGR 3145
Hydraulics	TIM 2223	Plumbing Inspection and Testing	TPP 2123
Sewage and Drainage Systems	TPP 2113	Plumbing Repair	TPP 2133
Total 17 Hours		Total 17 Hours	

PROGRAM DESCRIPTION: An instructional program that generally prepares individuals to lay out, assemble, install, and maintain piping, fixtures, and piping systems for steam, hot water, heating, cooling, drainage, lubricating, sprinkling and industrial systems. Includes instruction in material selection and use of tools to cut, bend, join, and weld pipes.

**ARCHITECTURAL DESIGN
AND CONSTRUCTION TECHNOLOGY**

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
Construction Blueprint Reading	TBC 1123	Fund. of Carpentry	TBC 1113
Welding Applications	TBC 1142	Construction Planning and Scheduling	TBC 2173
Computational Methods	TEG 1113	Cost and Estimating I	TBC 3143
Fund. of Drafting	TGR 1113	Descriptive Geometry	TGR 2123
Total 17 Hours		Total 18 Hours	

SECOND YEAR

FIRST SEMESTER

Oral Communication	SPT	1113
Electrical Wiring	TBC	3153
Intro. to Plumbing and Pipe Fitting	TBC	3213
Cost and Estimating II	TBC	4143
Architectural Drafting	TGR	3155

Total 17 Hours

SECOND SEMESTER

Theory of Mechanical Systems	TBC	4113
Surveying	TEG	4143
Electrical-Piping Sheet Metal Drafting	TGR	3145
Map and Topographic Drawing	TGR	4174

Total 15 Hours

PROGRAM DESCRIPTION: An instructional program that prepares individuals to assist the architect and architectural engineer in planning and designing structures and buildings; testing materials; constructing and inspecting structures; model building and design estimating; utilizing, transporting, and storing construction materials; and dealing with contracts and specifications.

PLANT AND BUILDING MAINTENANCE TECHNOLOGY

FIRST YEAR

FIRST SEMESTER

English Composition I	ENG	1113
College Algebra	MAT	1313
Construction Blueprint Reading	TBC	1123
Welding Application	TBC	1142
Computational Methods	TEG	1113
Fund. of Drafting	TGR	1113

Total 17 Hours

SECOND SEMESTER

English Composition II	ENG	1123
Trigonometry	MAT	1323
Oral Communication	SPT	1113
Cost and Estimating I	TBC	3143
Basic Electricity I	TIE	1113

Total 15 Hours

SECOND YEAR

FIRST SEMESTER

Intro. to Plumbing and Pipe Fitting	TBC	3213
Basic Electricity II	TIE	1123
Pneumatics	TIM	2213
Hydraulics	TIM	2223
Heating and Cooling Systems	TIM	2124

Total 16 Hours

SECOND SEMESTER

Electrical-Piping-Sheet Metal Drawing	TGR	3145
Static Control Systems I	TIE	2515
Preventive Maintenance	TIM	2153
Industrial Psychology	TPY	2113

Total 16 Hours

PROGRAM DESCRIPTION: An instructional program that provides individuals with the knowledge needed to inspect, diagnose, repair and install industrial, electrical and mechanical equipment. Includes instructions in following directions from blueprints and sketches, in using hand tools and machines, and in checking the work with measuring and testing instruments.

DRAFTING AND DESIGN TECHNOLOGY

FIRST YEAR

FIRST SEMESTER	
English Composition I	ENG 1113
College Algebra	MAT 1313
Computational Methods	TEG 1113
Fund. of Drafting	TGR 1113
Industrial Psychology	TPY 2113
Total 15 Hours	

SECOND SEMESTER	
English Composition II	ENG 1123
Trigonometry	MAT 1323
Cost and Estimating I	TBC 3143
Descriptive Geometry	TGR 2123
Machine Drafting	TGR 2135
Total 17 Hours	

SECOND YEAR

FIRST SEMESTER	
Oral Communication	SPT 1113
Fundamentals of CAD	TGR 3113
Architectural Drafting	TGR 3155
Structural Drafting	TGR 4165
Physics I	TPH 3123
Total 19 Hours	

SECOND SEMESTER	
Surveying	TEG 4143
Electrical-Piping-Sheet	
Metal Drafting	TGR 3145
Applied CAD	TGR 4123
Map and Topographic	
Drawing	TGR 4174
Physics II	TPH 4123
Total 18 Hours	

PROGRAM DESCRIPTION: An instructional program that prepares individuals to assist mechanical, electrical and electronic, architectural, chemical, civil, or other engineers in the design and drafting of electrical circuits, machines, structures, weldments, or architectural plans. Includes instruction in the preparation of engineering plans, layouts, and detailed drawings according to conventional projection principles and techniques or as specified; preparation of charts, graphs, or diagrams; model making; and the use of handbook data germane to design and drafting in various engineering fields.

MACHINIST/COMPUTER NUMERICAL CONTROL/TECHNOLOGY

FIRST YEAR

FIRST SEMESTER	
English Composition I	ENG 1113
College Algebra	MAT 1313
Computational Methods	TEG 1113
Fund. of Drafting	TGR 1113
Machine Tool Tech. I	TTD 1114
Total 16 Hours	

SECOND SEMESTER	
English Composition II	ENG 1123
Trigonometry	MAT 1323
Microcomputer Oper.	
(with Basic)	TMC 1112
Industrial Psychology	TPY 2113
Machine Tool Tech. II	TTD 1124
Total 15 Hours	

SECOND YEAR

FIRST SEMESTER

Pneumatics	TIM	2213
Hydraulics	TIM	2223
Die Making Pro. I	TTD	1214
Special Machine Processes I	TTD	2114
Die Building I	TTD	2414
Total 18 Hours		

SECOND SEMESTER

Oral Communication	SPT	1113
Computer Numerical Control Programming	TCN	2114
Die Making Pro. II	TTD	1224
Die Building II	TTD	2424

Total 15 Hours

PROGRAM DESCRIPTION: An instructional program that is designed to provide an individual with the basic skills necessary for employment as an advanced machinist. The student is instructed on the interpretation and preparation of blueprints, hand tool use, machine operation and use, computer numeric controls, tool and die making, die repair and rebuilding, and die theory.

BANKING AND FINANCE TECHNOLOGY

FIRST YEAR

FIRST SEMESTER

Prin. of Accounting I	ACC	1213
Business Mathematics	TBF	1193
English Composition I	ENG	1113
Principles of Banking	TBF	1113
Elem. Keyboarding I	TBO	1113
Data Entry and File Manipulation	TDP	1112
Total 17 Hours		

SECOND SEMESTER

Accounting Prac. Case	ACC	1211
Prin. of Accounting II	ACC	1223
English Composition II	ENG	1123
Money and Banking	TBF	1123
Electronic Calculators	TBO	1513
Int. Keyboarding II	TBO	2123

Total 16 Hours

SECOND YEAR

FIRST SEMESTER

Business Law I	TBA	2413
Analyzing Financial Statements	TBF	1133
Credit Administration	TBF	2113
Bank Investments	TBF	2133
Filing-Records Mgt.	TBO	1313
Microcomputer Info. Processing	TBO	3313
Total 18 Hours		

SECOND SEMESTER

Oral Communication	SPT	1113
Prin. of Management	TBA	2513
Bank Management	TBF	1143
Supervision and Personnel Admin.	TBF	1173
Marketing for Bankers	TBF	2123
Fundamentals of Bank Data Processing	TBF	2153
Data Base Management	TDB	1113

Total 21 Hours

PROGRAM DESCRIPTION: An instructional program that generally prepares individuals to perform financial or banking services. Includes instruction in credit collection, transit routing of notes and drafts, receiving and paying out money, and functions associated with processing loans and insurance claims.

REAL ESTATE TECHNOLOGY

FIRST YEAR

FIRST SEMESTER

Prin. of Accounting I	ACC 1213
Business Mathematics	BAD 1313
English Composition I	ENG 1113
Prin. of Real Estate	TBF 2713
Elem. Keyboarding I	TBO 1113
Data Entry and File Manipulation	TDP 1112
Total 17 Hours	

SECOND SEMESTER

Accounting Prac. Case	ACC 1211
Prin. of Accounting II	ACC 1223
English Composition II	ENG 1123
Real Estate Law	TBF 2723
Electronic Calculators	TBO 1513
Int. Keyboarding II	TBO 2123
Bus. Communication	TBO 2613
Total 19 Hours	

SECOND YEAR

FIRST SEMESTER

Oral Communication	SPT 1113
Prin. of Management	TBA 2513
Real Estate Finance	TBF 2733
Filing-Records Mgt.	TBO 1313
Microcomputer Info. Processing	TBO 3313
Total 15 Hours	

SECOND SEMESTER

Real Estate Appraisal	TBF 2743
Info. Processing II	TBO 4143
Data Base Management	TDB 1113
Prin. of Marketing	TDM 2113
Industrial Psychology	TPY 2113
Total 15 Hours	

PROGRAM DESCRIPTION: An instructional program that generally describes the theories and techniques of buying, selling, appraising, renting, managing, and leasing of real property.

FASHION MERCHANDISING TECHNOLOGY

FIRST YEAR

FIRST SEMESTER

Prin. of Accounting I	ACC 1213
Business Mathematics	BAD 1313
English Composition I	ENG 1113
Elem. Keyboarding I	TBO 1113
Data Entry and File Manipulation	TDP 1112
Fashion and Clothing Selection	TFM 1113
Total 17 Hours	

SECOND SEMESTER

English Composition II	ENG 1123
Int. Keyboarding II	TBO 2123
Bus. Communication	TBO 2613
Retailing	TDM 1113
Fashion Merchandising	TFM 1323
Industrial Psychology	TPY 2113
Total 18 Hours	

SECOND YEAR

FIRST SEMESTER

SECOND SEMESTER

Business Law I	TBA 2413
Prin. of Management	TBA 2513
Microcomputer Info.	
Processing	TBO 3313
Advertising Principles	TDM 1123
Salesmanship	TDM 1213
Fashion and Household	
Fabrics	TFM 2113
Total 18 Hours	

Oral Communication	SPT 1113
Prin. of Marketing	TDM 2113
Personnel Management	TDM 2223
Fashion Coordination	TFM 1423
Fashion Buying	TFM 2313
Fashion Promotion	
and Display	TFM 2423
Total 18 Hours	

PROGRAM DESCRIPTION: An instructional program that prepares individuals to engage in the marketing of apparel and accessories, with particular emphasis given to fashion selling and buying, fashion cycles, fashion coordination, and specialized consulting services.